

**October 1, 2004 – September 30, 2005  
Community Prevention Grants Program**

**TITLE V**

**APPLICATION PACKET**

**Application Deadline:  
September 15, 2004  
4:30 P.M.**



Bob Holden, Governor  
Charles R. Jackson, Director  
Sandra J. Rempe, Juvenile Justice Specialist



**October 1, 2003 – September 30, 2004**  
**COMMUNITY PREVENTION GRANTS PROGRAM**

**TITLE V PROGRAM ANNOUNCEMENT**  
**REQUEST FOR PROPOSALS**

**No specific training regarding this application packet is being offered but you may contact Garten Pollard at the Missouri Department of Public Safety at (573) 526-2179 or [gart.pollard@dps.mo.gov](mailto:gart.pollard@dps.mo.gov) for technical assistance.**

**PURPOSE**

The State of Missouri, Department of Public Safety has previously received grants from the U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention under Title V of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended. The purpose of this document is to announce the availability of these funds to units of local government, in an effort to work towards the prevention of juvenile delinquency. In 1992, Title V of the Juvenile Justice and Delinquency Prevention (JJDP) Act of 1974, as amended (42 U.S.C. S 5601 et seq.), established the Incentive Grants for Local Delinquency Prevention Programs, more commonly known as the Community Prevention Grants program. This Office of Juvenile Justice and Delinquency Prevention (OJJDP) program is their only Federal-funding source solely dedicated to delinquency prevention. It is based on a community-initiated planning process that results in implementation funding that is having an impact in communities across America.

The Community Prevention Grants program is founded on a research-based framework that focuses on reducing risks and enhancing protective factors to prevent youth from entering the juvenile justice system. It offers a funding incentive to encourage community leaders to engage in multidisciplinary assessments of risks and resources specific to their communities and to develop comprehensive, collaborative plans to prevent delinquency. To enhance the capacity of communities to formulate, implement, and evaluate comprehensive delinquency prevention plans, OJJDP sponsors orientation training for community leaders and training on developing risk and resource assessments while providing other technical assistance free of charge. This training for this grant year has already been scheduled for those communities that have requested it.

Since a comprehensive, interdisciplinary approach increases the efficacy of prevention efforts while reducing duplication of services, the Community Prevention Grants program requires the formation of Prevention Policy Board – a multidisciplinary community planning board. The program's 50-percent matching requirement is designed to encourage communities to collaborate through resource development and sharing and to secure additional resources to sustain the long-term efforts needed for effective delinquency prevention.

The goal of the Community Prevention Grants Program is to reduce delinquency and youth violence by supporting communities in providing their children, families, neighborhoods, and institutions with the knowledge, skills, and opportunities necessary to foster a healthy and nurturing environment, which supports the growth and development of productive and responsible citizens. The objectives of this program are:

- (1) to form coalitions within communities to mobilize the community and direct delinquency prevention efforts;
- (2) to identify those known delinquency risk factors which are present in communities;
- (3) to identify protective factors which will counteract identified risk factors and develop local comprehensive delinquency prevention plans to strengthen these protective factors; and

- (4) to develop and implement local comprehensive, delinquency prevention strategies which use and coordinate Federal, State, local and private resources for establishing a client-continuum of services for at-risk children and -their families.

The Missouri Department of Public Safety is the State agency designated by the Governor and approved by the Administrator of the Office of Juvenile Justice and Delinquency Prevention (OJJDP) to administer the JJDP Act.

The Missouri Juvenile Justice Advisory Group (JJAG) is the supervisory authority established under the JJDP Act and appointed by the Governor to oversee the development and implementation of the State Juvenile Justice Plan and the Community Prevention Grants Program. JJAG members are persons with training, experience or special knowledge in preventing and treating juvenile delinquency and/or the administration of juvenile justice.

### **ALLOCATION**

We have \$258,000 available for grant year 10/1/04 – 9/30/05 to sustain applicants who have already received previous funding for two years. The maximum award is one hundred thousand dollars (\$100,000).

### **ELIGIBLE APPLICANTS**

Any unit of general local government (any city, county, town, or other political subdivision of the State) in the State of Missouri is eligible to apply for Community Prevention Grants Program funds as long as they meet all of the eligibility requirements.

Title V subgrantees have to be units of local government which can in turn contract with private or public agencies to implement the program activities. The agency can be a non-profit one. If a unit of local government wants to contract with a private for-profit organization, the latter must make the Title V funded activities non-profit for the agency.

### **ELIGIBILITY REQUIREMENTS**

#### ***Prevention Policy Board Requirement***

Appointment of a local prevention policy board (PPB) consisting of not less than 15 and not more than 21 members is required. Such board shall possess a balanced representation of public agencies, private agencies and nonprofit organizations serving children, youth, families, business and industry including, but not limited to the following:

- At least one parent of an at-risk youth;
- At least two youth members (*under the age of 21*);
- And a majority who are heads of community organizations or high level senior management (someone who has authority and shows leadership in the community, who can and is willing to get things done, and has the ability to get the community's support and involvement. In other words, key leaders).

There must also be an assurance that the PPB membership generally reflects the racial, ethnic and cultural composition of the community's youth composition. If the PPB is a sub-group or subcommittee of a larger existing community board, a description of that board and its relationship to the PPB must be given. There must be one local agency with designated responsibility for support of the PPB.

The PPB must be empowered to make all recommendations for distribution of funds and evaluation of activities funded under the Community Prevention Grants Program. Quarterly meetings of the PPB are required throughout the duration of the grant project.

Include a brief statement that clearly defines the roles and responsibilities of the PPB. (i.e., approval of 3-Year Plan, recommendations on distribution of funds, evaluation of funded activities, etc.)

### ***3-Year Plan Requirement***

Applications must include a detailed 3-Year Plan outlining the local unit of government's plans for delinquency prevention and early intervention activities. A summary of said 3-Year Plan must also be included.

### ***Community Cooperation/Mobilization Requirement***

A plan for coordination with other local and/or state services with at-risk youth and their families, including such programs as nutrition, energy assistance, and housing must be included in the application.

### ***Matching Funds Requirement***

The local unit of government or agencies they are partnering with must be willing and able to provide a fifty percent (50%) match of the amount of funds awarded. Such match may be a Cash Match or an In-kind Match. The Community Prevention Grants Program requires a fifty percent (50%) Match. For example, if the local unit of government is awarded grant funds in the amount of \$50,000, the local unit of government must provide \$25,000 in Match Funds.

**Cash Match** is the monetary amount of funds that the unit of local government or agencies they are partnering with provides to the program or the monetary amount of funds donated by another source. If an employee of the grantee's is hired to devote time to the program that is not reimbursed by Community Prevention Grants Program funds, this time can also be considered as cash match.

**In-kind Match** is determined by the value of goods (i.e., rent for building used in the project, equipment, supplies) and services received and used in the program that do not have a monetary cost to the grantee. In-kind Match may be provided by the grantee or donated by a third party, such as a volunteer, public or private agency. For example, time donated by a counselor or any other service provider can be used as in-kind contributions. To figure the dollar amount or value of in-kind contributions, these types of services should be calculated at the average market value of such service at the time the service was provided. **(Prevention Policy Board volunteer time may not be used as in-kind match)**

A clarification of the match issues was provided by OJJDP. The memo states:

The purpose of this memorandum is to clarify the matching funds requirement for the Title V Community Prevention Grants Program, established by the Juvenile Justice and Delinquency Prevention Act of 1974, as amended.

The Title V Community Prevention Grants Program Guidelines states: "All Title V funds must be matched by recipient units of local government or by the State with 50% of the amount of the grant. This match may be provided in cash or the value of in-kind contributions or services." It further clarifies that "the Title V provision does not require a match from any agency other than the State or the unit of local government. It is the responsibility of the unit of local government to provide the match, not non-profit service providers." The rationale for this 50% matching funds requirement is two-fold:

1. To expand service capacity by 50%; and
2. To actualize "buy-in" by States or units of local government in the Title V funded projects, thereby making the commitment of funds and resources to continue successful projects more likely.

States and units of local government are prohibited from requiring a cash or in-kind match from private non-profit designated by recipient units of local government as Title V implementing agencies. However, policy has allowed for cash or in-kind contributions to be volunteered by private non-profit agencies and companies. To stress the importance of “buy-in” by States and units of local government for Title V activities, OJJDP in recent training sessions stated that cash or in-kind match must be made by States or units of local government only.

OJJDP has since heard from States asking for more flexibility in the match requirement and expressing that, without contributions from private organizations, many units of local government would find Title V awards unattainable. OJJDP has given full consideration to comments received and is providing the following clarification:

*The Title V Guideline requires a 50% match of each Title V award by either the State or the unit of local government. Cash or in-kind match provided by a third party, such as a volunteer or a public or private agency, may be counted toward the 50% matching funds requirement.*

While this clarification provides for the allowability of third party contributions in order to enable more communities to participate in the Program, OJJDP wishes to stress the importance of State and local cash and in-kind match to the sustainability of Title V projects after Federal funding ceases.

### **ELIGIBLE PROGRAM ACTIVITIES AND USE OF FUNDS**

**All projects ideas submitted must be based on research on successful juvenile programming.** The following is a list of the types of prevention program activities that can be funded through the Community Prevention Grants Program in accordance with the JJDP Act, as amended under Section 505. Funds can be awarded for delinquency prevention programs and activities for youth who have had contact with the juvenile justice system or who are likely to have contact with the juvenile justice system, including providing services to children, youth, and families such as:

- Recreation services
- Tutoring and remedial education
- Assistance in the development of work awareness skills
- Child and adolescent health and mental health services
- Alcohol and substance abuse prevention services
- Leadership development activities
- Teaching that people are and should be held accountable for their actions

Community Prevention Grants Program funds can be used for:

- Salaries and benefits for new staff and/or persons who will be providing direct services to youth ages 16 and under and to their families who have been targeted for this program
- Contract service
- Travel
- Training and Tuition
- Equipment, Supplies and Operating expenses

### **FUNDING USE RESTRICTIONS**

- All costs are on a reimbursement basis.
- Community Prevention Grants Program funds cannot be used for the purpose of buying land or construction.

- Community Prevention Grants Program funds cannot be used to supplant Federal, State or local funds supporting existing programs or activities, except at not-for-profit agencies.
- Community Prevention Grants Program funds cannot be used for the planning or development of the 3-Year Plan for the grant project, funds are to be used for direct service delivery only.
- Community Prevention Grants Program funds cannot be used to pay for any new staff member of the applicant to work on the project in an administrative capacity; however the salary paid to such a person can be used as part of the Match requirement.
- Indirect costs

### **COST ASSUMPTION POLICY**

Funds made available under the JJDP Act are intended for use as "seed" money for new programs. In accordance with this intent, the Juvenile Justice Advisory Group and the Department of Public Safety have established the following cost assumption policy:

*A specific program project shall only be eligible to receive funding- for three (3) years. Projects shall be awarded funds in 12-month increments, not to exceed 36 months total. Nothing, however, in this policy shall be construed as to imply that a project will automatically receive three years of funding if selected. Each project must be resubmitted each year and will be evaluated annually. Such evaluation shall take into account the relative cost and effectiveness of the project and whether or not it has achieved intended objectives.*

*Organizations previously receiving funding for one project are eligible to receive funding for a new project. Only individual projects are limited to a specific period of time.*

*It also must be remembered that Congress may or may not authorize funding for Title V. This is determined on a year-to-year basis.*

The applicant shall provide a written plan for the continuation of the project beyond the requested time period to be covered by Community Prevention Grants Program funds.

### **APPLICATION SUBMISSION**

The original Application properly signed by the Authorized Official and submitted to the Department of Public Safety no later than **4:30 p.m. on September 15, 2004**

### **CONTRACTUAL AGREEMENT**

**If approved, the Award of Contract will serve as a contractual agreement between the Department of Public Safety and the applicant.**

### **CONTRACT PERIOD**

The contract period for approved projects is October 1, 2004 through September 30, 2005.

### **APPLICATION DEADLINE**

Applications must be received by the Department of Public Safety by **4:30 p.m September 15, 2004** or postmarked no later than **September 15, 2004**. Note: Applications sent using office based postage meters will not be accepted if received after September 15, 2004 since postage meters **are not** acceptable proof of timely mailing. Applications received via facsimile or e-mail **will not** be accepted.

## **DELIVERY INSTRUCTIONS**

Send original application to:  
The Department of Public Safety  
Office of the Director  
Attn: Garten Pollard  
PO Box 749  
301 West High Street, Room 870  
Jefferson City, MO 65102

Write “**Title V Grant Application**” on the lower left-hand corner of the envelope.

It is strongly recommended that applicants use the United States Postal Service or a trackable shipping service that guarantees a delivery date to ensure that applications arrive promptly. Applications postmarked after September 15, 2004 will not be accepted.

## **FUNDING DECISION PROCESS**

As required by the Juvenile Justice Delinquency Prevention Act, the Missouri Juvenile Justice Advisory Group (JJAG) has been appointed by the Governor to review and comment on all Juvenile Justice and Delinquency Prevention Act applications submitted to the Missouri Department of Public Safety. Proposals received in accordance with the aforementioned requirements will be evaluated by persons from the Department of Public Safety based on the following:

- ★ Demonstration of need;
- ★ Adequate correlation between the cost of the project and the objective(s) to be achieved;
- ★ Probability that the project will meet identified goal(s);
- ★ Degree of cooperation between the juvenile court, local officials, community groups, and citizens to fulfill goals for the overall success of the project;
- ★ Demonstration that the applicant agency has identified support and contributions for this project from sources other than JJDP funds to ensure its future success;
- ★ Demonstration that the applicant agency has met and will continue to comply with all applicable state and federal laws and guidelines;
- ★ Proof that the project is based on sound research related to juveniles;
- ★ Overall quality of the application.

**Applicants will not be contacted if an item is missing from the application. Any part of the application received after the deadline will not be considered in the review. Letters of support that you wish to utilize must be current and must be attached to the application. Letters that come separately will NOT be considered.**

Following a review of proposals, applicants will be notified in writing by September 30, 2004, regarding whether or not their proposal was funded. No information will be given on the telephone prior to this date. Those selected to receive funds will be provided with the proper paperwork. Projects will be eligible for funding beginning October 1, 2004 and ending September 30, 2005. Contracts shall be legally binding documents between the State of Missouri and the applicant. The awarding of any contract or adjustments is subject to final approval of the Director of the Department of Public Safety. If you have not received a letter regarding your grant by October 10, 2004, please contact Garten Pollard at (573) 526-2179.

## **FORMS AND APPLICATION PACKETS:**

<http://www.dps.state.mo.us/dps/DPS2002/grantpage.htm>

Click on “click here for forms and application packets.” You may use the forms and print them out, but they cannot be saved. Please note, the entire application and forms must be computer generated or typewritten.

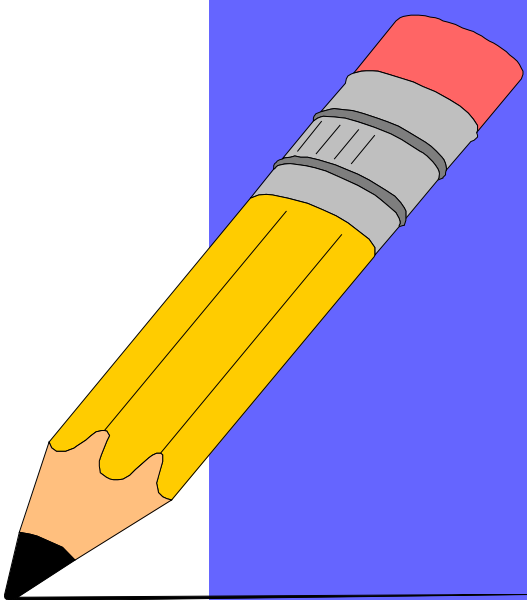
# IF YOU NEED ASSISTANCE:



If you have any questions or need technical assistance please contact Garten Pollard at the Department of Public Safety (573) 526-2179, or [gart.pollard@dps.mo.gov](mailto:gart.pollard@dps.mo.gov)



# APPLICATION OUTLINE

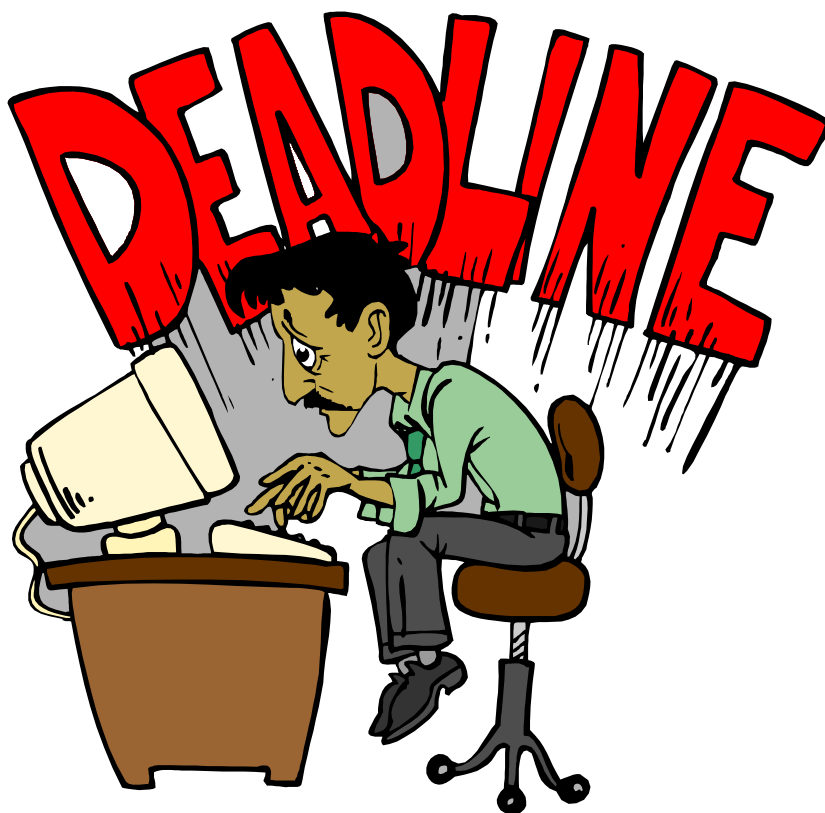


**PLEASE SUBMIT YOUR APPLICATION IN THE FOLLOWING ORDER.**

		<u><b>FORM</b></u>	<u><b>ALL</b></u>	<u><b>CONTINUATION ONLY</b></u>
<b>1</b>	<b>Application for Funding</b>	<b>X</b>	<b>X</b>	
<b><u>Budget Pages</u></b> – Note: Follow each line item by a (G) for grant and in-kind and cash with an (M) for match. Do not round on any budget page!				
<b>2</b>	<b>Personnel Budget Page (if personnel is requested)</b>	<b>X</b>		
<b>3</b>	<b>Volunteer Match Form (cannot be utilized for the Prevention Policy Board)</b>	<b>X</b>		
<b>4</b>	<b>Travel Budget Page (if requested)</b>	<b>X</b>		
<b>5</b>	<b>Equipment (if requested)</b>	<b>X</b>		
<b>6</b>	<b>Supplies/Operations (if requested)</b>	<b>X</b>		
<b>7</b>	<b>Contractual (if requested)</b>	<b>X</b>		
<b>8</b>	<b>Certification of Cash Match (if being used)</b>	<b>X</b>		
<b>9</b>	<b>3-year Program Plan Summary</b>	<b>X</b>	<b>X</b>	
<b>10</b>	<b>Project Evaluation</b>	<b>X</b>		<b>X</b>
<b>11</b>	<b>Three Year Program Plan (Program Narrative) Consisting of:</b>		<b>X</b>	
<b>11 a.</b>	<b>Map of the City or County with the program target area identified</b>		<b>X</b>	
<b>11 b.</b>	<b>Prevention Policy Board (PPB) data as set forth in Eligibility Requirements of this application</b>	<b>X</b>	<b>X</b>	
<b>11 c.</b>	<b>Narrative</b>		<b>X</b>	
	<b>In narrative form restate the entire 3-Year Program Plan including supporting data collected during the risk assessment. Include the following elements:</b> <ol style="list-style-type: none"> <li>1. Statement of the Problem – Detailed findings of an assessment of delinquency risk factors identified in the targeted community.</li> <li>2. Coordination of Services – Identified resources (community strengths of protective factors)</li> <li>3. Identified risk factors</li> <li>4. Baseline data on each risk factor (use most current data available)</li> <li>5. Identification of the <u>priority</u> risk factors</li> </ol>			

		<u>FORM</u>	<u>ALL</u>	<u>CONTINUATION ONLY</u>
	<p>For each priority risk factor identified, give the following information in this format:</p> <ol style="list-style-type: none"> <li><i>Priority Risk Factor</i> Identify risk factor and provide supporting data and documentation to support your selection of this risk factor as a priority.</li> <li><i>Behavior Problem to be Addressed</i> Identify the problem behavior to be addressed.</li> <li><i>Objectives</i> Identify objective(s) (what you wish to accomplish) related to the behavior problem.</li> <li><i>Service Delivery/Program Activities</i> Provide a detailed description of services to be provided and the program/policy activities to be implemented to achieve the objectives.</li> <li><i>Outcomes/Evaluation</i> For each objective, provide a description of the outcome measures you will use to evaluate the success of your program.</li> </ol> <p>An assessment of the readiness of the targeted community to adopt a comprehensive delinquency strategy that addresses:</p> <ol style="list-style-type: none"> <li>Community awareness and acknowledgement of the problem</li> <li>Community view of prevention as a solution to the problem</li> <li>Evidence of other collaborative prevention efforts</li> <li>Ability of various groups in the community to work together</li> </ol> <p><b>*If your community previously received a Title V Grant and has the programming been sustained and if so at what level?</b>  * Include a bibliography of research or literature supporting your program.</p>			
<b>11 d.</b>			<b>X</b>	
	<p><b>Budget Justification:</b></p> <ol style="list-style-type: none"> <li><i>Itemization</i> Provide an explanation of each line item listed on each Budget page (i.e., as noted on the Equipment Budget Page, we would like to purchase a television to view the Anger Management series listed on the Supplies/Operations Budget Page.)</li> <li><i>Identification of matching funds</i> Specifically identify the source(s) of the matching funds and the specific budget line items to be covered by the local matching funds.</li> </ol>			
<b>12</b>	Program Evaluation (How the program will be evaluated)		<b>X</b>	
	<p>Every applicant must have an evaluation process in place that will be used to:</p> <ol style="list-style-type: none"> <li>Monitor program performance against stated targets and milestones</li> <li>Measure program outcomes</li> <li>Track changes in risk factor indicators</li> </ol>			
<b>13</b>	3 Letters of Support		<b>X</b>	
	<p>These letters need to be current letters of support and not by anyone from the agencies working on this project.</p>			
<b>14</b>	Certification of 501c3 (only if project will be implemented by a not-for-profit agency)	<b>X</b>		
<b>15</b>	Audit Requirements	<b>X</b>	<b>X</b>	
<b>16</b>	Report of Expenditures and Check Payee Information	<b>X</b>	<b>X</b>	
<b>17</b>	Resumes of persons from personnel page (full or part-time)		<b>X</b>	
<b>18</b>	Job Descriptions (if requesting personnel)		<b>X</b>	

		<b>FORMS</b>	<b>ALL</b>	<b>CONTINUATION ONLY</b>
<b>19</b>	List of funding for this program, amounts and sources.		<b>X</b>	
<b>20</b>	Certified Assurances (signatures required)	<b>X</b>	<b>X</b>	
<b>21</b>	Financial Guidelines	<b>X</b>	<b>X</b>	



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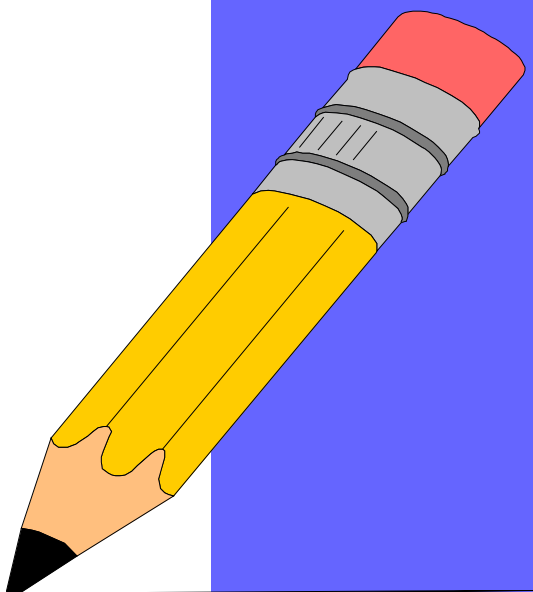
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# APPLICATION FORMS



### 3-Year Program Plan Summary

<b>Applicant Organization:</b>		<b>Project Director:</b>
		<b>Phone Number:</b>
<b>Project Title:</b>	<b>Cost Per Youth</b>	<b>Number of youth you plan to serve:</b>
<b>Program Goals:</b>		
<b>Program Objectives:</b>		
<b>Risk Factors:</b>		
<b>Priority Risk Factors:</b>		
<b>Identified Resources</b>		
<b>Briefly Explain the Strategy Used to address Community Risk Factors, including a timetable:</b>		

<b>Project Activities, Describe all project activities during last year's project.</b>
<b>Describe any problems encountered and discuss any plans to resolve them. Describe any lessons learned from the current project.</b>
<b>Does the new application reflect any changes in Budget, Objectives, or Activities? If so, please justify.</b>
<b>List the Dates (past and planned) of the Required Quarterly Meetings of the Prevention &amp; Policy Board.</b>
<b>Describe any action taken to secure future funding for this project at the expiration of this grant cycle.</b>



## Project Evaluation (Continuation Projects Only)

Projects requesting second or third year funding must state how many youth they have served to date and give complete information on the progress made on each objective and goal. Additional pages may be needed to complete this information. Please follow this format and attach all numbered additional pages.

<b>Applicant Organization:</b>		<b>Project Director:</b>	
		<b>Phone Number:</b>	
<b>Project Title:</b>	<b>Cost Per Youth:</b>	<b>Number of Youth Served:</b>	
<b>Program Objectives</b>			
Describe the progress in achieving the goals and objectives set forth in last year's project. Refer to the 3-Year Plan in last year's proposal and supply the appropriate information. (You may attach additional pages if needed).			
<b>Goal #1, Restate the goals prior to providing performance information</b>			
<b>Goal #2, If applicable</b>			
<b>Goal #3, If applicable</b>			

**Project Activities, Describe all project activities during last year's project.**

**Describe any problems encountered and discuss any plans to resolve them. Describe any lessons learned from the current project.**

**Does the new application reflect any changes in Budget, Objectives, or Activities? If so, please justify.**

**List the Dates (past and planned) of the Required Quarterly Meetings of the Prevention & Policy Board.**

**Describe any action taken to secure future funding for this project at the expiration of this grant cycle.**



Missouri Department of Public Safety  
Office of the Director  
**APPLICATION FOR CONTRACT**

P.O. Box 749  
Jefferson City, MO 65102  
573-751-4905

FOR STATE USE ONLY  
CONTRACT NUMBER

**SECTION 1 - INSTRUCTIONS**

**This application must be typewritten.** Please read the instructions sheet before completing this form.

**SECTION 2 - Indicate below the type of grant program for which funds are requested.**

- ☐ Victims of Crime Act (VOCA) ☐ State Services to Victims Fund ☐ STOP Violence Against Women Grant Program  
☐ Byrne-Byrne Formula Grant (NCAP) ☐ MCULP-MO. Crime Lab Upgrade Program ☐ RAST Residential Substance Abuse & Treatment Program  
☐ CLAP – Crime Lab Assistance Program ☐ LLEBG Local Law Enforcement Block Grant ☐ Challenge – Statewide Policies and Programs  
☐ Title V – Delinquency & Youth Violence Prevention ☐ Title II – Juvenile Justice Formula Grants

**SECTION 3 - APPLICANT AGENCY**

AGENCY FAX  
PHON  
E

ADDRESS

CITY STATE ZIP

**SECTION 4 - PROJECT DIRECTOR**

NAME FAX  
PHON  
E

TITLE E-Mail Address:

AGENCY

ADDRESS

CITY STATE ZIP

**SECTION 5 - APPLICANT AUTHORIZED OFFICIAL**

NAME FAX  
PHON  
E

TITLE

AGENCY

ADDRESS

CITY STATE ZIP

**SECTION 6 - APPLICANT FISCAL OFFICER**

NAME FAX  
PHON  
E

TITLE

AGENCY

ADDRESS

CITY STATE ZIP

**SECTION 7 - BOARD CHAIRPERSON INFORMATION**

NAME FAX  
PHON  
E

TITLE

AGENCY

ADDRESS

CITY STATE ZIP

**SECTION 8 - PROJECT TITLE****SECTION 9 - TYPE OF APPLICATION**

New Revised Renewal

**SECTION 10 - LIST PREVIOUS CONTRACT NUMBERS****SECTION 11 - APPLICANT'S FEDERAL TAX I.D. NUMBER****SECTION 12 - PROGRAM DESCRIPTION****SECTION 13 - CONTRACT PERIOD**

BEGINNING DATE ENDING DATE

**SECTION 14 - TYPE OF PROJECT**

Statewide Regional Local

**SECTION 15 - PROGRAM INCOME**

Will Program Income be generated? Yes No

**SECTION 16 - BUDGET****PERSONNEL****VOLUNTEER MATCH****TRAVEL****EQUIPMENT****SUPPLIES/OPERATIONS****CONTRACTUAL****RENOVATION/CONSTRUCTION****TOTAL PROJECT COSTS****FEDERAL/STATE SHARE****LOCAL SHARE****SECTION 17 - AUTHORIZED OFFICIAL'S SIGNATURE**

Signature

Date

## Instructions for Application for Funding

### Section 1 – Instructions

This application must be typewritten.

### Section 2 – Grant Programs

Select the appropriate grant program for which you are making application.

### Section 3 – Applicant Agency

Enter the legal name and address of the organization that has the authority to legally bind the agency in a contract.

For an agency within a city government system (i.e. Police Department), the **city** is the applicant organization. For an agency within a county government system (i.e. Sheriff's Department, Prosecuting Attorney's Office), the **county** is the applicant organization. For an agency within a judicial circuit (i.e. Circuit Court, Juvenile Office), the **county** that provides fiscal management is the applicant organization.

**NCAP and LLEBG**— Only political subdivisions are eligible to apply for this funding.

**Title V** - Only local units of government are eligible to apply for this funding.

### Section 4 – Applicant Authorized Official – *This person cannot be the same person named as the Project Director.*

Enter the name and address of the individual who has the authority to legally bind the applicant agency, as listed in Section 3, in a contract.

**City Government** – If the applicant agency is a city, the mayor/city administrator shall be the Authorized Official.

**County Government** – If the applicant agency is a county, the county commissioner/administrator shall be the Authorized Official.

**Private/Nonprofit** – If the applicant agency is a private, nonprofit organization, the Authorized Official must be the individual who has the legal authority to bind the organization in a contract. Any potential funds awarded as a result of this application cannot be used for the salary of the Authorized Official. Generally, the executive director of the organization or the board chairperson for the organization may act as the Authorized Official.

### Section 5 – Project Director

Enter the name and address of the person who will have direct oversight of the proposed project.

If the project agency is a local law enforcement agency, the Project Director shall be the chief or sheriff of that agency. Exceptions to this requirement are the St. Louis Metropolitan Police Department and the Kansas City Police Department.

### Section 6 – Applicant Fiscal Officer

Enter the name and address of the individual who has responsibility for project accounting, reporting, and closeout.

### Section 7 – Non-Profit Board Chairperson

Enter the name and address of the individual serving as the organization's board chairperson. Please provide an address other than the agency address if possible.

*\*This section is not applicable to agencies that are not considered a 501 (c) (3) non-profit organization.*

### Section 8 – Project Title

Enter a carefully chosen, brief descriptive title.

### Section 9 – Type of Application

Indicate the type of application based on the following:

**NEW** - If this application is being submitted as part of a competitive bid process, the type of application is considered **"New"**.

**REVISED** - If the agency has specifically been asked by the Department of Public Safety to revise a portion of a New or Renewal application, the type of application is considered **"Revised"**.

**RENEWAL** - If the agency has specifically been notified of the opportunity to renew an existing contract, the type of application is considered **"Renewal"**.

**CONTINUATION** – If this application is being submitted as part of a competitive bid process to continue a program currently funded by the Department of Public Safety, the type of application is considered **"Continuation"**.

### Section 10 – Current Contract Number(s)

Indicate the DPS Contract Number if the applicant agency currently has a contract through the identified grant program.

### Section 11 – Applicant's Federal Tax I.D. Number

Enter the applicant organization's Federal Tax Identification Number. This number must be included in order to document receipt of this application.

### Section 12 – Program Category

Enter the appropriate categorical description for this proposed project. Refer to the Program Description section of the application for a listing of the appropriate categories.

This section is not required for VOCA, SSVF, STOP, Title V or Challenge grants.

### Section 13 – Contract Period

Enter the appropriate contract period for this proposed project. Please see the following listing:

VOCA – October 1 through September 30  
SSVF – July 1 through June 30  
STOP – January 1 through December 31  
Title V – October 1 through September 30  
Title II – October 1 through September 30  
JAIBG – October 1 through September 30  
Challenge – See Program Description  
NCAP – July 1 through June 30  
MCLUP – July 1 through June 30  
RSAT – July 1 through June 30  
CLAP – July 1 through June 30  
LLEBG – May 1 through October 31

### Section 14 – Type of Project

Check the appropriate box.

### Section 15 – Program Income

If program income will be generated by this proposed project, please indicate in this section. Refer to the program application for information on program income.

### Section 16 – Budget

Refer to the program application for the appropriate funding categories for the proposed project. Enter the total cost amounts from each individual budget page in the appropriately identified space. Enter the total Project Cost based on the totals taken from the individual budget pages. Enter the federal/state share and the local match shares. Make sure that the total federal/state share from the individual budget pages agrees with the amount entered on this sheet. Also make sure that the total local match share calculated from the individual budget pages agrees with the amount entered in this section. Refer to the program application for the description of the local match share if required.

### Section 17 – Authorized Official's Signature

This application must bear the **ORIGINAL SIGNATURE** of the Authorized Official as identified in Section 4.

<b>PERSONNEL</b>		<b>PROJECT TITLE</b>			
		<b>APPLICANT AGENCY:</b>			
<b>INSTRUCTIONS</b>					
1. Include all personnel to be employed on the proposed project. 2. Under <b>Title or Position</b> , list each proposed position. 3. Under <b>Name of Individual</b> , list the name of the person who will fill each proposed position (if known). 4. Show <b>Monthly Salary</b> for each individual and show the <b>Percent Of Time</b> to be devoted to this grant funded project. 5. The <b>Total Costs</b> should be calculated as follows: <b>( Salary/Month) x (% of Time on Grant) x (Months to be Employed.).</b>			6. Under <b>Fringe Benefits</b> section, identify the particulr benefits such as social security, workers' compensation, insurance. ect. 7. Under the colmn entitled <b>Basis for Cost Estimate</b> enter the formula for computing the cost for each fringe benefit. 8. Enter the total in the <b>Total Cost</b> column.		
<b>Title or Position</b>	<b>Name of Individual</b>	<b>Salary Per Month</b>	<b>% Of Time On Grant</b>	<b>Months To Be Employed</b>	<b>Total Costs</b>
<b>SUBTOTAL</b>					<b>\$</b>
<b>FRINGE BENEFITS</b>	<b>BASIS FOR COST ESTIMATE</b>				
F.I.C.A. & Medicaid (.0765)  PENSION/RETIREMENT  LIFE INSURANCE  MEDICAL INSURANCE  UNEMPLOYMENT COMPENSATION  WORKERS' COMPENSATION LIAB.  OTHER (PLEASE IDENTIFY)					
<b>SUBTOTAL</b>					<b>\$</b>
<b>State/Federal Share</b>	<b>\$</b>	<b>TOTAL PERSONNEL COSTS</b>			<b>\$</b>
<b>Local Share</b>	<b>\$</b>				

<b>VOLUNTEER MATCH</b>		<b>PROJECT TITLE</b>		
		<b>APPLICANT AGENCY:</b>		
<b>INSTRUCTIONS</b>				
<p>Indicate all volunteer hours to be included in the Total Project Cost for Local Match purposes. Volunteer hours may be calculated at the rate of \$5.15 per hour (minimum wage).</p> <p>Under <b>Type of Service Provided</b>, break volunteer hours down by types of services to be provided by the volunteers. <i>Keep in mind that volunteer hours utilized for match are under the same requirements as paid staff utilized by the grant.</i></p> <p>Under <b>Number of Volunteers</b>, indicate the number of volunteers who will be providing each type of service indicated.</p>		<p>Under the column, <b>Total Number of Hours</b>, indicate the total number of hours contributed by volunteers on an annual basis for each type of service that will be used for Local Match purposes.</p> <p>To calculate the <b>Local Match</b>, take the Total Number of Hours x <b>\$5.15</b> per hour.</p> <p>All volunteer time is local match and therefore, will only increase the Local Match Share Total.</p>		
Type of Service Provided	Number of Volunteers	Total Number of Hours	X \$5.15 per hour	Local Match
<b>TOTAL VOLUNTEER HOURS</b>		<b>TOTAL LOCAL MATCH</b>		<b>\$</b>

<b>TRAVEL</b>		<b>PROJECT TITLE</b>	
		<b>APPLICANT AGENCY:</b>	
<b>INSTRUCTIONS</b>			
1. Itemize travel expenses by event. 2. Under the Item, list the type of travel (local, in-state, out-state), location and reason for travel. 3. Under the Basis for Cost Estimate, supply information regarding total distance to be traveled, the rate per mile, total days of travel, and daily subsistence allowance and number of people traveling. 4. Justify in the narrative (under Budget Justification) why the travel is necessary for project execution and who will be traveling. 5. In training projects, where travel and subsistence of trainees is included, list the item separately and show the number of trainees and the allowance per trainee.		6. Tuition and registration fees for eligible training must be listed under the <u>Supplies/Operations</u> category. 7. Enter the costs in the <b>Total Cost</b> column. 8. The amount of mileage allowance for travel expended from project funds shall not exceed <b>33¢ per mile</b> and shall not exceed actual transportation fare where public common-carrier transportation is used (exclusive of first class accommodations.) Travel must be by the most direct practical route. Actual transportation expenses and the amount of meal charges shall not exceed the actual costs and must be reasonable. Lodging expenses will be reasonable. Local rules and regulations will apply if they are more restrictive than those mentioned above.	
<b>ITEM</b>	<b>BASIS FOR COST ESTIMATE</b>		<b>TOTAL COST</b>
<b>State/Federal Share</b>	\$	<b>TOTAL TRAVEL COST</b>	\$
<b>Local Share</b>	\$		

<b>EQUIPMENT</b>		<b>PROJECT TITLE:</b>	
		<b>APPLICANT AGENCY:</b>	
<b>INSTRUCTIONS</b>			
1. Equipment is defined as tangible personal property having a useful life of more than one year.  2. Under the <b>Item</b> column, describe each type of equipment in terms of size, capability, etc.		3. Under the <b>Basis for Cost Estimate</b> , list the number of units of each type of equipment and provide unit cost.  4. Under the <b>Total Cost</b> column record the cost to be calculated as follows: (number of units) x (unit cost).	
<b>ITEM</b>	<b>BASIS FOR COST ESTIMATE</b>		<b>TOTAL COST</b>
<b>State/Federal Share</b>	\$	<b>TOTAL EQUIPMENT COSTS</b>	\$
<b>Local Share</b>	\$		



<b>SUPPLIES/OPERATIONS</b>		<b>PROJECT TITLE</b>	
		<b>APPLICANT AGENCY:</b>	
<b>INSTRUCTIONS</b>			
1. Under the Item column, list by supply or operational expense (i.e., office supplies, training materials, telephone, postage, etc.). Be as specific as possible.  2. Under Basis for Cost Estimate column, list the cost per unit and the number of units requested.		3. Under Total Cost column, record the cost to be calculated as follows: (number of units) x (unit cost). 4. Tuition and registration fees for eligible training must listed on this page. These expenses will not be reimbursed until the training has occurred. 5. Please refer to the Certified Assurances pertaining to supplies and operating expenses for further information.	
<b>ITEM</b>	<b>BASIS FOR COST ESTIMATE</b>		<b>TOTAL COST</b>
<b>State/Federal Share</b>	\$	<b>TOTAL SUPPLIES/OPERATIONS COSTS</b>	\$
<b>Local Share</b>	\$		



## Certification of Cash Match

**Project Title:**

**Project Director**

### INSTRUCTIONS

1. The purpose of this form is to identify the amount of cash to be contributed as a matching contribution and to assure that the match conforms to definition and standards established under this program.
2. Type the title of the project in the space provided.
3. In the space provided, please list the name and address of the contributing organization and show the total amount of the cash contribution. This form must be signed and dated by the authorized official of each contributing organization.
4. These funds must be identified in state or local agency budgets or appropriations and must be in addition to funds that would otherwise be made available for juvenile justice programming. Identification requires an earmarking in some documents(s) associated with the appropriation or budget process.

### Contributing Organization(s)

**Amount**

**Name**

**Title**

**Address**

**Signature:** \_\_\_\_\_

**Name**

**Title**

**Address**

**Signature:** \_\_\_\_\_

**Name**

**Title**

**Address**

**Signature:** \_\_\_\_\_

**TOTAL CASH MATCH** \$

This certifies that the funds identified above are in accordance with the guidelines set forth by the Missouri Department of Public Safety.

Applicant Organization Authorized Official \_\_\_\_\_ Date: \_\_\_\_\_

# AUDIT REQUIREMENTS

As a recipient of funds through the Missouri Department of Public Safety, you **ARE** required to submit a copy of your agency's audit for the period covered by this contract.

⇒ An audit is required for the agency fiscal year, when **State** financial assistance, (which consists of funds received directly from the State of Missouri, but does not include federal pass-through funds), of **\$100,000** or more is expended by the applicant agency.

⇒ An audit is required for the agency fiscal year, when **Federal** financial assistance, (which consists of funds received from the Federal Government or federal funds passed through state agencies), of **\$300,000** or more is expended by the applicant agency.

⇒ No audit of any type is required when **STATE** financial assistance of less than \$100,000 or **FEDERAL** financial assistance of less than \$300,000 is expended. However, the recipient must maintain detailed records on grant activity required for such grants.



1. Date of last audit: \_\_\_\_\_ 2. Date(s) covered by last audit: \_\_\_\_\_

3. Last audit performed by: \_\_\_\_\_

Phone number of auditor: \_\_\_\_\_

4. Date of next audit: \_\_\_\_\_ 5. Date(s) to be covered by next audit: \_\_\_\_\_

6. Next audit will be performed by: \_\_\_\_\_

Phone number of auditor: \_\_\_\_\_

7. Total amount of funds received from **ALL** entities **INCLUDING** the Department of Public Safety

Federal Amount: \$ \_\_\_\_\_ State Amount: \$ \_\_\_\_\_

**NOTE:** State Auditor of Missouri audits all state agencies, third class counties, and all judicial circuits. First, second, and fourth class counties and other local political subdivisions and not-for-profit agencies must make arrangements with a private CPA firm to perform an audit.

Signed: \_\_\_\_\_  
(Authorized Official)

Date: \_\_\_\_\_

Agency: \_\_\_\_\_

Phone: \_\_\_\_\_

## Prevention & Policy Board Membership Data

<b>Project Title</b>	<b>Project Director</b>	
<p>Please indicate what area each member represents using the codes below. Please note that the PPB must consist of 15-21 members with a balanced representation of public and private agencies, parent(s) of at-risk youth, and at least two youth members under the age of 21.</p> <p style="text-align: center;"> <b>A</b>-Public Agency    <b>N</b>-Private Non-Profit    <b>C</b>-Private Citizen    <b>Y</b>-Youth Member    <b>B</b>-Business/Industry    <b>P</b>-Parent         </p>		
<b>PPB Member Name</b>	<b>Organization/Address</b>	<b>Member Type</b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		

**For more information please see the Procedures and Policy Board Requirements under the Eligibility Requirements Section of this Application.**

## REPORT OF EXPENDITURES AND CHECK PAYEE INFORMATION

The following information is necessary if your agency receives a contract from the Missouri Department of Public Safety.

**Name and address** of the individual who will be responsible for completing the Monthly Report of Expenditures and Request for Reimbursement. *(The Monthly Report of Expenditures and Request for Reimbursement will be mailed to this individual each month.)*

---

NAME: \_\_\_\_\_

AGENCY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
(Include city, state, and zip)

TELEPHONE: \_(\_\_\_\_\_)\_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

---

**Check Payee Information** - List the name and address of the check payee. Do not include an individual's name, *only the name and address of the agency to which the check must be made payable.*

AGENCY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
(Include city, state, and zip)

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Name and address of the individual to whom the check needs to be mailed. *(The check will be mailed directly to this individual each month.)*

NAME: \_\_\_\_\_

AGENCY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
(Include city, state, and zip)

TELEPHONE: \_(\_\_\_\_\_)\_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

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**OTHER FUNDING SOURCES**

List the agency's other funding sources for this project. Include any other sources of federal, state, local, or private funding. *(Make copies of this form if necessary.)*

<b>Source of Funding</b>	<b>Amount</b>	<b>Description of the Funding</b>	<b>Funding Period</b>	<b>Expenditures Covered by Funding</b>
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			

# CERTIFIED ASSURANCES

## JUVENILE JUSTICE AND DELINQUENCY PREVENTION, TITLE V Contract Period October 1, 2003- September 30, 2004

**In addition to the general terms contained in the *Application Packet*, the applicant is also conditioned upon and subject to compliance with the following conditions:**

1. The applicant assures that it will comply, and all its subcontractors will comply, with the applicable provisions outlined in the project description for the Juvenile Justice and Delinquency Title V Prevention Program; the application packet for contract period October 1, 2003 to September 30 2004; and the Missouri Department of Public Safety Financial and Administrative Guidelines for Contracts; and other applicable federal laws, orders, circulars, or regulations.
2. The applicant agrees to maintain the records necessary to evaluate project effectiveness.
3. The applicant agrees to submit an evaluation of the project by December 31, 2004, or within 90 days of the project ending date or upon request by the Department of Public Safety.
4. As required by the JJDP Act, federal funds will be used to supplement and increase but not be used to replace state or local funds that would, in the absence of such federal aid, be made available for the proposed project.
5. The applicant agrees to submit monthly project reports and expenditure reports by the 10<sup>th</sup> day of each month. **Failure to submit the required reports on time shall be taken as failure to adhere to the acceptance of the contract, and may result in termination.**
6. Personnel: Time and attendance records must support any personnel costs, and proper records must be maintained to adequately substantiate time spent to carry out the specific project objectives for which the contract was approved.
7. Travel: Expenditures for travel must be supported and documented by signed travel vouchers. Hotel/motel and meal receipts must be on file. Maximum amounts for mileage, meals, and other expenses cannot exceed the amounts approved in the budget.
8. Reimbursement of Travel Expenses: Will not occur until after travel has taken place. Prior approval must be obtained from the Missouri Department of Public Safety prior to attending any training/travel that is not specifically outlined in the approved budget.
9. Equipment: Expenditures for equipment must be in accordance with the approved budget. All items of equipment must be assigned an inventory number and be readily identifiable as being purchased with Missouri Department of Public Safety funds.
10. The applicant certifies that all expendable and non-expendable property purchased with funds awarded under this contract shall be used for Juvenile Justice and Delinquency Prevention purposes only.
11. Supplies/Operating Expenses: Expenditures for supplies and operating expenses must be in accordance with the approved budget and documentation in the form of a paid bill, and a voucher must support each expenditure. The title of films, brochures, and other "miscellaneous items" not specifically outlined in the approved budget must be submitted to the Missouri Department of Public Safety, for approval **prior** to purchasing same.



## **CERTIFIED ASSURANCES Continued**

12. Interest: The applicant assures that federal funds will not be used to pay interest.
13. Budget Revisions: **Prior** approval must be received from the Missouri Department of Public Safety, Office of the Director, for the changes in the budget or project activities as outlined in the approved program narrative. These types of changes are listed below:
- a. The addition or deletion of a specific budget line item in any budget category;
  - b. Any desired movement of dollars in any line item;
  - c. Or a change in the scope of the project or the programmatic activities.

If a budget or programmatic revision is required, a written request for a change must be submitted **at least 30 days prior** to the proposed change and **at least 60 days prior** to the end of the contract period, on a *Request to Revise the Budget* form. All affected budget pages must be included with the *Request to Revise the Budget* form. The budget change is not in effect until signed by the Director of the Department of Public Safety.

14. Missouri Department of Public Safety must be notified if there is
- a. A change in, or temporary absence of, the project director and/or authorized official;
  - b. A change in the project site;
  - c. Or a change in the name of the agency.
15. Contractual Services: when a sub-grantee contracts for work or services, the following is required:
- a. All contractual services shall be supported by written contracts stating the services to be performed, and the rate of compensation and length of time over which the services will be provided, which shall not exceed the length of the grant period.
  - b. A copy of all written contracts must be forwarded to the Missouri Department of Public Safety, Office of the Director, upon completion.
  - c. Payments must be supported by statements outlining the services rendered and supporting the period covered.
  - d. Any contract or agreement for service of \$3,000 or more which is not entered into as a result of competitive bidding procedures, must receive prior approval from the Missouri Department of Public Safety, Office of the Director.
  - e. Individual rates cannot exceed \$450 per eight (8) hour day without prior approval from the U.S. Department of Justice.

16. Sole Source Procurement: Where only one bid is received or only one vendor is contacted, it is deemed to be sole source procurement. Sole source procurement on amounts \$3,000 and more requires prior approval from the Missouri Department of Public Safety. Sole source procurement of items costing \$100,000 or more requires prior U.S. Department of Justice approval.

## **CERTIFIED ASSURANCES Continued**

### 17. Purchasing:

- a. Items costing less than \$3,000 may be purchased with prudence on the open market.
  - b. All purchases estimated to cost between \$3,000 but less than \$24,999, must be competitively bid, but need not be solicited by mail or advertisement.
  - c. All purchases with an estimated expenditure of \$25,000 or more shall be advertised for bids in at least two daily newspapers of general circulation in such places most likely to reach prospective bidders at least five days before bids for such purchases are to be opened.
18. The applicant shall fully coordinate all activities in the performance of the project with those of the Missouri Department of Public Safety, Office of the Director.
19. The applicant assures that fund accounting, auditing, monitoring, and such evaluation procedures as may be necessary to keep such records as the Missouri Department of Public Safety, Office of the Director shall prescribe, will be provided to assure fiscal control, proper management, and efficient disbursement of funds received under this contract.
20. The applicant assures that it shall maintain such data and information and submit such reports, in such form, at such times, and containing such information as the Missouri Department of Public Safety, Office of the Director, may require.
21. The applicant assures that, if required to formulate an Equal Employment Opportunity Program (EEOP) in accordance with 28 CFR 42.301 et. seq., it will submit a certification to the Missouri Department of Public Safety that it has a current EEOP on file, which meets the requirements therein.
22. The applicant assures that, in connection with the furnishing of services under this contract, it will comply and any subcontractors will comply with all applicable requirements and provisions of the Americans with Disabilities Act (ADA).
23. The applicant assures that it will comply, and all its subcontractors will comply, with the non-discrimination requirements of the Department of Justice Non-Discrimination Regulations 28 CFR Part 42, Subparts C, D, E and G, and the Department of Justice regulations on disability discrimination 28 CFR Parts 35 and Part 39.
24. The applicant assures that, in the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin or sex against a recipient of funds, the recipient will forward a copy of the finding to the Office of Civil Rights Compliance (OCRC) of the Office of Justice Programs, U.S. Department of Justice.
25. If the applicant provides funding to any law enforcement agency, the applicant assures that the agency is in compliance with sections 590.100 to 590.180, RSMo. Section 590.180, subsection 2 states that "Any law enforcement agency which employs a peace officer who is not certified as required by sections 590.100 to 590.180 shall not be eligible to receive state or federal funds which would otherwise be paid to it for purposes of training or certifying peace officers, or for other law enforcement, safety or criminal justice purposes."
26. If the applicant provides funding under this contract to any law enforcement agency, the applicant assures that the law enforcement agency is in compliance with the provisions of Section 43.505, RSMo relating to uniform crime reporting, and Section 590.650, RSMo relating to racial profiling.

**CERTIFIED ASSURANCES Continued**

27. The Missouri Department of Public Safety, Office of the Director reserves the right to terminate any contract entered into as a result of this application at its sole discretion and without penalty or recourse by giving written notice to the contractor of the effective date of termination. In the event of termination pursuant to this paragraph, all documents, data, and reports prepared by the contractor under the contract shall, at the option of the Missouri Department of Public Safety, become property of the State of Missouri. The contractor shall be entitled to receive just and equitable compensation for that work completed prior to the effective date of termination.
28. The sub-grantee agrees to account for project income generated by the activities of this sub-grant, and must report receipts and expenditures of this income on a Form 312, "Report of Project Income. (Note: All project income must be expended during the life of the sub-grant.)
29. It is understood and agreed upon that, in the event funds from state and/or federal sources are not appropriated and continued at an aggregate level sufficient to cover the contract costs, or in the event of a change in federal or state laws relevant to these costs, the obligations of each party hereunder shall thereupon be terminated immediately upon receipt of written notice.
30. An award of contract, entered into as a result of this application, shall not bind or purport to bind the Department of Public Safety for any contractual commitment in excess of the original contract period contained in such an award of contract. However, the Department of Public Safety shall have the right, at its sole discretion, to renew any such award of contract on a year-to-year basis. Should the Department of Public Safety exercise its right to renew the contract, the renewal shall be subject to the terms set forth by the Department of Public Safety in the documents developed for such renewal. Failure to comply with such terms set forth by the Department of Public Safety will result in the forfeiture of such a renewal option.
31. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunities Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
32. It will comply, and all its contractors will comply, with the non-discrimination requirements of the Omnibus Crime Control and Safe Street Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C,D, E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.

***Failure to comply with any of the foregoing certified assurances could result in funds being withheld until such time as the contractor takes appropriate action to rectify the incident(s) of non-compliance, or termination of the contract.***

The applicant hereby certifies, by signature, acceptance of the terms and conditions specified or incorporated by reference herein, including those stated in the contract application.

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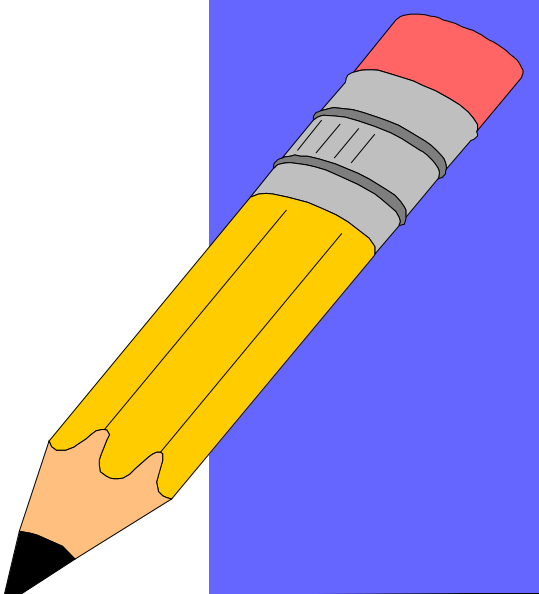
**Project Director**

**Date**

**Authorized Official**

**Date**

**FINANCIAL &  
ADMINISTRATIVE  
GUIDELINES AND  
OMB CIRCULAR**



## I. AWARD AND ACCEPTANCE OF CONTRACT

### A. Award of Contract

After completion of the review process, contract applications designated for approval are formally awarded by the Missouri Department of Public Safety in the form of the *Award of Contract* document. This award identifies the Missouri Department of Public Safety (Administrative Agency), the Contractor, the Contract Period, amount of federal funds, and the Contract Number. As appropriate, Special Conditions are included which the Contractor must meet if the award is accepted. All correspondence concerning the award shall refer to the designated Contract Number shown on the *Award of Contract* document.

### B. Acceptance of Award

The *Award of Contract* constitutes a contractual agreement between the Missouri Department of Public Safety and the Contractor for use of federal funds in the implementation of the project covered by the award as outlined in the Application for Contract and Narrative Work Program. This contractual agreement may be terminated without further cause if the

Contractor fails to affirm its acceptance of the award by signing and returning the *Award of Contract* to the Missouri Department of Public Safety **WITHIN 45 DAYS** from the date of award. No federal funds shall be disbursed to the Contractor until the signed acceptance has been received by the Missouri Department of Public Safety.

### C. Cancellation Conditions

If a project is not operational within **60 DAYS** of the contract starting date, the Contractor must report by letter to the Missouri Department of Public Safety the steps taken to initiate the project, the reasons for delay, and the expected starting date.

If a project is not operational within **90 DAYS** of the contract starting date, the Contractor must submit a second statement to the Missouri Department of Public Safety explaining the implementation delay. Upon receipt of the 90 day letter, the Missouri Department of Public Safety may decide to continue the contract or cancel the project.

## II. PAYMENT AND REPORTING OF FUNDS

### A. Report of Expenditures and Request for Reimbursement

Contractors will be required to verify, on a monthly basis, actual cash expenditures and request reimbursement for same. The *Monthly Report of Expenditures and Request for Reimbursement* is mailed to the Contractor on a monthly basis with the due date being the tenth (10th) day of each month. The *Monthly Report of Expenditures and Request for Reimbursement* is used by the Missouri Department of Public Safety to process checks sent out to the Contractor for reimbursement of expenditures. Failure to submit the required forms on time shall be taken as failure to adhere to the Acceptance of the Contract, and may

result in termination.

### B. Obligated Funds

Funds are considered obligated by a Contractor when a legal liability to pay determinable sums for services or goods is incurred which will require payment during the same or future period. When a purchase order is issued, funds are considered obligated. All funds must be obligated by the contract period ending date. Any funds not properly obligated within the contract period will lapse and revert to the Missouri Department of Public Safety. Travel Expenses will only be allowed for events, training, and other activities held during the time period of the contract. Funds cannot be obligated for an activity that will take place

outside of the contract period.

### **C. Expended Funds**

Funds are considered to be expended when payment is made. Funds which have been properly obligated by the end of the contract

period will have **90 days** in which to be expended. Any funds not expended at the end of that 90-day period will lapse and revert to the Missouri Department of Public Safety.

## **III. PROCUREMENT POLICY**

### **A. Allowability of Costs**

The Missouri Department of Public Safety has included allowable and unallowable costs in the ***Program Description***. The U.S. Department of Justice Financial Guide and ***Office of Management and Budget (OMB) Circular A-87***, “Cost Principles for State and Local Governments” and ***OMB Circular A-122***, “Cost Principles for Nonprofit Organizations” provide the principles utilized in the establishment of the allowable and unallowable costs. OMB Circulars are guides for all federal grants.

If the Contractor is uncertain as to the allowability of a cost, please contact the respective Program Specialist with the Missouri Department of Public Safety for clarification.

### **B. Procurement of Costs**

It should be determined that the item to be purchased is an approved budget item (approved by the Missouri Department of Public Safety and shown in the application), that any necessary prior approval has been obtained, that no other item owned by the Contractor is available for the purpose, and that sufficient funds are in the budget.

All Contractors must adhere to the procurement standards contained in the OMB Circulars applicable to their organization as listed below:

- 1) **State and Local Governments – Common Rule** – Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, 28 CFT Part 66.
- 2) **Nonprofit Organizations – OMB Circular A-110**, Uniform Administration Requirements and Agreements with

Institutions of Higher Education, Hospitals, and other Nonprofit Organizations.

All contractors are encouraged to use their own procurement regulations provided that the procurement regulations conform to applicable federal law and the standards identified in the Procurement Standards Sections of the Grant Common Rule or OMB Circular A-110. At a minimum, the contractor must meet the following procurement standards:

- 1) All procurement transactions whether negotiated or competitively bid and without regard to dollar value shall be conducted in a manner so as to provide maximum open and free competition.
- 2) All quotations and the rationale behind the selection of a source of supply must be retained, attached to the purchase order copy, and placed in the accounting files.
- 3) Where only one bid or positive proposal is received, it is deemed to be a sole source procurement. Sole source procurement on amounts \$3000 and over require prior approval from the Missouri Department of Public Safety. Sole source procurement of items costing \$100,000 or more requires prior U.S. Department of Justice approval
- 4) Items costing less than \$3,000 may be purchased with prudence on the open market.
- 5) All purchases estimated to cost between \$3,000 but less than \$24,999, must be competitively bid, but need not be solicited by mail or advertisement.
- 6) All purchases with an estimated expenditure of \$25,000 or over shall be advertised for bids in at least two daily newspapers of general circulation in such places as are most likely to reach prospective bidders at

least five days before bids for such purchases are to be opened.

### **C. Contract Requirements**

When a Contractor subcontracts for work or services, the following is required:

- 1) All consultant and contractual services shall be supported by written contracts stating the services to be performed, rate of compensation and length of time over which the services will be provided which shall not exceed the length of the contract period.
- 2) A copy of all written contracts for contractual or consultant services must be forwarded to the Missouri Department of Public Safety upon their ratification.
- 3) Payments must be supported by statements outlining the services rendered and supporting the period covered.
- 4) Any contract or agreement for service of \$3,000 or more which is not entered into as a result of competitive bidding procedures (or if only one bid is received) must receive prior approval from the Missouri Department of Public Safety.

## **IV. PROPERTY**

### **A. Definitions**

The following definitions apply for the purpose of these policies and procedures:

- 1) **Real Property** means land, land improvements, and appurtenances thereto, excluding movable machinery and equipment.
- 2) **Personal Property** means property of any kind except real property. It may be tangible (having physical existence) or intangible (having no physical existence, such as patents, inventions, and copyrights).
- 3) **Equipment** is tangible, non-expendable personal property having a useful life of more than one year and an acquisition cost of \$250 or more per unit.
- 4) **Non-expendable Personal Property** means tangible personal property having a useful life of more than one year and an acquisition cost of \$250 or more per unit.

### **B. Title**

Initially, title to property acquired in whole or in part with federal funds in accordance with an approved project budget shall be vested in the Contractor, as long as said property is used for the purposes of the victim assistance project. When the property is no longer used for project purposes, the Contractor shall notify the Missouri Department of Public Safety for final disposition instructions.

### **C. Record Requirement**

The Contractor will be required to maintain property management records. At a minimum, property management records maintained by the Contractor must meet the following requirements:

- 1) Records shall contain copies of the purchase order and invoice.
- 2) The records shall include an inventory control listing for non-expendable property. The inventory control list must be reasonably current. The system may be manual or automated, centralized or decentralized. The record must contain:
  - a. Item description;
  - b. Source of property;
  - c. Manufacturer's serial number and, if applicable, a control number;
  - d. Federally funded cost equity at time of acquisition;
  - e. Acquisition date and cost;
  - f. Location, use, and condition of property;
  - g. Ultimate disposition data including sale price or the method used to determine current fair market value.
- 3) A control system shall be in effect to ensure adequate safeguards to prevent loss, damage, or theft to the property. Any loss, damage, or theft of non-expendable property shall be investigated, fully documented, and made part of the contract file.

- 4) Adequate maintenance procedures shall be established to keep the property in good condition.

## **D. Inventory Record Retention**

Records for non-expendable property acquired with federal funds shall be retained for three years after final disposition of property.

## **E. Disposition of Personal Non-expendable Property**

Contractors shall dispose of the personal non-expendable property when original or replacement equipment acquired under the award or sub-award is no longer needed for the original project or program or for other activities currently or previously supported by a federal agency. Disposition of the equipment will be made as follows:

- a. Items with a current per unit fair market value of less than \$5,000 may be retained, sold, or otherwise disposed of with no further obligation to the Department of Public Safety.
- b. Items with a current per unit fair market value in excess of \$5,000 may be retained or sold and the Department of Public Safety shall have a right to an amount calculated by multiplying the current market value or proceeds from the sale by the Department of Public Safety's share of the equipment. The

seller is also eligible for sale costs.

- c. In cases where a contractor fails to take appropriate disposition actions, the Department of Public Safety may direct the contractor to take other disposition actions.

## **F. Intangible Property**

**Copyrights** – Where Department of Public Safety programs produce original books, manuals, films or other material that may be copyrighted, the Contractor may copyright such, but the administration reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish, translate, or otherwise use, and to authorize others to publish and use such materials.

**Patents** – If any discovery or invention arises or is developed in the course of or as a result of work performed in a Contractor's project, the Contractor shall refer the discovery or invention to the U.S. Department of Justice which will determine whether or not patent protection will be sought, how any rights therein, including patent rights, will be disposed of and administered, and the necessity of other action required to protect the public interest in work supported with federal funds, all in accordance with the "Government Patent Policy" (President's Memorandum for Heads of Executive Departments and Agencies, February 18, 1983).

# **V. ACCOUNTING SYSTEM AND FINANCIAL RECORDS**

## **A. Accounting Systems**

All Contractors must establish and maintain accurate financial records and an adequate accounting system to account for funds awarded to them. These records shall include both federal funds and all matching funds. An acceptable and adequate accounting system is considered to:

- 1) Present and classify costs of the contract as

required for budgetary and evaluation purposes;

- 2) Provide cost and property control to assure optimal use of federal funds;
- 3) Control funds and other resources to assure that the expenditure of funds and use of property are in compliance with any general or special conditions of the contract;
- 4) Meet the deadlines for submission of financial reporting information as needed for control and evaluation of all contract costs.



## **B. Total Cost Budgeting and Accounting**

Accounting for all contract funds shall be structured and executed on a “total program cost” basis. That is, total program costs, including federal funds and local matching funds, and any other sources included in the approved project budget, shall be the foundation for fiscal administration and accounting. Contract applications and financial reports require budget and cost estimates on the basis of total costs.

## **C. Contractor Responsibilities**

All Contractors receiving federal funds through the Missouri Department of Public Safety are responsible for the management and fiscal control of all funds. Responsibilities include the accounting of receipts and expenditures, the maintaining of adequate financial records and the refunding of expenditures disallowed by audits.

The Contractor is responsible for all aspects of the contract including proper accounting and financial record keeping. These responsibilities include:

- 1) Reviewing Financial Operations;
- 2) Recording Financial Activities;
- 3) Budgeting and Budget Review;
- 4) Accounting for Nonstate Contributions and Non-federal contributions;
- 5) Audit Requirements;
- 6) Reporting Irregularities.

## **D. Record Retention**

Records of the Contractor, including books of original entry, source documents, supporting accounting transactions, the general ledger, subsidiary ledgers, personnel and payroll records, cancelled checks, and related documents and records are to be retained for a period of three years pursuant to the following:

- 1) The retention period starts from the date of submission of the final Report of Expenditures or from the submission of the audit for the contract period covered.
- 2) Personnel and payroll records shall include the time and attendance reports for all individuals reimbursed under a contract or subcontract, whether they are employed full-time or part-time.
- 3) Records must be retained beyond a three-year period if an audit is in progress and/or the findings of a completed audit have not been resolved. If an audit is completed and the findings are resolved prior to the three-year period, records will be retained until the end of the three-year period.
- 4) If state or local law requires a longer period of retention, access to the records will be allowed for purposes of audit.
- 5) The financial records must be kept in an orderly manner and be available for audit purposes to the Missouri Department of Public Safety.
- 6) Contractors are responsible for protecting their records against fire, theft, or other possible damages.

# **VI. MONITORING**

## **A. Monitoring Requirements**

The Missouri Department of Public Safety is required to complete a monitoring report at least once during the contract period. Additional monitoring will be conducted as needed.

Any findings as a result of the monitoring report will be reviewed and final determination made

by the Director of the Missouri Department of Public Safety consistent with applicable state and federal laws, regulations, and guidelines.

## **B. Monitoring Purpose**

Monitoring of all programs funded through the Missouri Department of Public Safety is designed to provide assistance to the Contractor

both from a technical and programmatic standpoint, as well as, to provide the Missouri Department of Public Safety with the necessary information to ensure the Contractor's compliance with state and federal guidelines. This monitoring report will also be used as a tool for determining the progress of the project in achieving its outlined goals and objectives.

### **C. Monitoring Information Required**

The following information and records will be required and reviewed at the time the monitoring report is conducted:

- 1) A brief summary of project activities to measure the performance of the project to

date;

- 2) A list of project expenditures including both the local match and federal funds spent along with copies of invoices and travel vouchers;
- 3) Copies of bid records to verify compliance with local and/or state procurement policies;
- 4) An inventory listing including items with a unit cost of \$250 or more, or a useful life of more than one year, purchased under the contract;
- 5) Copies of time records for any personnel funded by the contract or used as local match under the contract;
- 6) A copy of any written operational procedures developed for the project; and
- 7) Other information pertinent to the federally funded project.

## **VII. AUDIT REQUIREMENTS**

### **A. Audit Responsibilities**

All Contractors are required to comply with the audit requirements contained in **OMB Circular A-133**, "Audits of States, local governments, and non-profit organizations". The required audits are to be on an organization wide basis as opposed to a grant-by-grant basis. All Contractors are further required to include in the audit report a schedule of federal assistance showing the total expenditures of each grant program. The schedule should include:

- 1) Name of federal agency;
- 2) Award amount;
- 3) Contract Period;
- 4) Expenditure activity during the audit period.

### **B. State and Local Units of Government**

If an organization expends \$300,000 or more in federal funds in a year, the organization must have an audit performed in accordance with **OMB Circular A-133**, as amended.

The required audits are to be on an organization-wide basis, independently performed, and must be in accordance with "Government Auditing Standards" covering financial audits.

Audits under **OMB Circular A-133** shall be conducted with reasonable frequency, usually annually, but not less frequently than every two years.

### **C. Technical Assistance**

The Office of Inspector General, Department of Justice, is available to provide technical assistance to contractors in implementing the audit requirements.

The assistance is available for areas such as:

- 1) Review of the audit arrangements and/or negotiations;
- 2) Review of the audit program or guide to be used for the conduct of the audit.

## VIII. GENERAL CONTRACT REQUIREMENTS

### A. Unallowable Costs

The following is a list of costs generally unallowable for all projects funded through the Missouri Department of Public Safety.

1. Real Property Acquisition;
2. Honoraria;
3. Indirect costs of conferences, symposia, and workshops including entertainment, sports, visas, passport charges, tips, bar charges, beverages, personal telephone calls, or laundry charges;
4. Bonuses or commissions;
5. Lobbying;
6. Cost of fundraising;
7. Military type equipment;
8. Compensation of federal employees;
9. Travel of federal employees.

### B. Printing and Publicity

Contractors are encouraged to make the results and accomplishments of their activities available to the public through printed publication or media release.

All printed materials, however, must include an acknowledgement of the funding source similar to the following:

**“This project was supported by funding made available through the Juvenile Justice and Delinquency Prevention Community Prevention Grants Program administered by the U.S. Department of Justice and the Missouri Department of Public Safety, Office of the Director.”**

### C. Termination of Contracts

In the event that the Missouri Department of Public Safety determines that a Contractor is operating in a manner inconsistent with the provisions of the application or is failing to comply with the applicable regulations, the Missouri Department of Public Safety may permanently or temporarily terminate the contract. Should this occur, the Contractor has the right to an appeal hearing. In the event a contract is permanently terminated, the Missouri Department of Public Safety may take action as deemed appropriate to recover any portion of the contract funds remaining or an amount equal to the portion of the contract funds wrongfully used.

### D. Criminal Penalties

Whoever embezzles, willfully misapplies, steals, or obtains by fraud any funds, assets, or property which are the subject of a grant or contract or other form of assistance, whether received directly or indirectly from the Missouri Department of Public Safety or the U.S. Department of Justice shall be fined not more than \$10,000 or imprisoned for not more than five years, or both. Whoever knowingly and willfully falsifies, conceals, or covers up by trick, scheme, or device, any material fact in any application for assistance shall be subject to prosecution under the provisions of Section 1001 of Title 18, United States Code. Any justice program or project underwritten, in whole or in part, by any grant or contract of other form of assistance, whether received directly or indirectly from the Missouri Department of Public Safety or U.S. Department of Justice shall be subject to the provisions of Section 371 of Title 18, United States Code.

## Office of Management and Budget (OMB) Circulars

The following Office of Management and Budget (OMB) Circulars have been referenced herein and copies may be obtained by from the addresses shown below. It is the responsibility of the recipient agency to comply with the federal guidelines contained in the circulars.

**OMB CIRCULAR A-87:** "Cost Principles for State and Local Governments". This circular establishes principles and standards for determining costs applicable to grants and contracts with states and local units of government.

**OMB CIRCULAR A-102:** "Uniform Administrative Requirement for Grants-in-Aid to State and Local Governments". This circular establishes standards for the administration of grants to state and local governments.

**OMB CIRCULAR A-122:** "Cost Principles for Non-Profit Organizations". This circular establishes principles for determining costs of grants, contracts, and other agreements with non-profit organizations.

**OMB CIRCULAR A-128:** "Audits of State and Local Governments". This circular establishes the policy to be followed in the audits of the states and local units of government under the Single Audit Act.

**OMB CIRCULAR A-133:** "Audits of Institutions of Higher Education and Other Non-Profit Organizations". This circular establishes standards for the administration of grants to institutions of higher education and other nonprofit organizations.

Copies of these circulars may be obtained from any U.S. Government Printing Office bookstore or by writing to the Office of Administration, Publications Unit, Room G 236, New Executive Office Building, Washington, D.C. 20503.

### **OJP GUIDELINE MANUAL**

The **OJP Guideline Manual**, OJP M 7100.1C, "Financial and Administrative Guide for Grants" has been referenced herein. It is the responsibility of the Contractor to comply with the federal guidelines contained in this manual.

A copy of this manual can be obtained from any U.S. Government Printing Office bookstore or by writing to the **Office of Administration, Publications Unit, Room G 236, New Executive Office Building, Washington, D.C. 20503.**

## **Model Program or Program Research Information Resources**

Projects that will be considered for funding could include but are not limited to the projects found on the following websites.

### **U.S. Department of Justice**

[www.ojjdp.ncjrs.org/programs/programs.html](http://www.ojjdp.ncjrs.org/programs/programs.html)

Office of Juvenile Justice and Delinquency Prevention (OJJDP)

810 Seventh Street, NW

Washington, D.C. 20531

(202)-307-0751

American Youth Policy Forum

[www.aypf.org](http://www.aypf.org)

National Drug Control Policy

[www.whitehousedrugpolicy.gov](http://www.whitehousedrugpolicy.gov)

Southwest Center for Prevention Research and Practice

[www.swcapt.org](http://www.swcapt.org)

Urban Institute, the Justice Policy Center (Teen Court Project)

[www.urban.org](http://www.urban.org)

National Youth Court Center, American Probation and Parole Association

[www.youthcourt.net](http://www.youthcourt.net)

Department of Juvenile Justice and Delinquency Prevention (North Carolina)

Links to Delinquency Prevention Resources

[http://www.juvjus.state.nc.us/interprev\\_services/programs/teen\\_court.htm](http://www.juvjus.state.nc.us/interprev_services/programs/teen_court.htm)

Blueprints for Violence Prevention Center for the Study and Prevention of Violence

Institute of Behavioral Science University of Colorado at Boulder

[www.colorado.edu/cspv/blueprints/](http://www.colorado.edu/cspv/blueprints/)

Substance Abuse and Mental Health Services Administration

[http://modelprograms.samhsa.gov/template\\_cf.cfm?page=model\\_list](http://modelprograms.samhsa.gov/template_cf.cfm?page=model_list)

[http://modelprograms.samhsa.gov/template\\_cf.cfm?page=promising\\_list](http://modelprograms.samhsa.gov/template_cf.cfm?page=promising_list)

[http://modelprograms.samhsa.gov/template\\_cf.cfm?page=effective\\_list](http://modelprograms.samhsa.gov/template_cf.cfm?page=effective_list)

U.S. Department of Education

[www.ed.gov](http://www.ed.gov)

The Gang Resistance Education and Training Program

[www.atf.treas.gov/great/index.htm](http://www.atf.treas.gov/great/index.htm)

National Resource Center for Safe Schools

[www.safetyzone.org](http://www.safetyzone.org)

Hamilton Fish National Institute on School and Community Violence

<http://www.hamfish.org/programs/>

National Criminal Justice Reference Service

[http://abstractsdb.ncjrs.org/content/AbstractsDB\\_Results.asp?page=1](http://abstractsdb.ncjrs.org/content/AbstractsDB_Results.asp?page=1)

Youth Law Center and Building Blocks for Youth

[www.youthlawcenter.com](http://www.youthlawcenter.com)

Columbia University Guidelines for Child and Adolescent Mental Health Referral, Division of Child and Adolescent Psychiatry

[www.promotementalhealth.org/resources/resources.htm](http://www.promotementalhealth.org/resources/resources.htm)

Northwest Regional Educational Laboratories

<http://www.nwrel.org/mentoring/research.html>

Tufts University

[www.cfw.tufts.edu/ages.asp?ageid=4&topicid=72](http://www.cfw.tufts.edu/ages.asp?ageid=4&topicid=72)

U.S. Department of Education

<http://www.ed.gov/search/searchResList.jsp?st=0&colParam=ED&lk=1&qt=mentoring>

**Baseline Assessment Data Sites** include but are not limited to the data found on the following websites.

ADA Status Report

[www.modmh.state.mo.us/ada/status03/index.htm](http://www.modmh.state.mo.us/ada/status03/index.htm)

MSHP Uniform Crime Report (UCR)

[www.mshp.state.mo.us](http://www.mshp.state.mo.us)

Missouri Department of Health Data

[www.health.state.mo.us/GLRequest/CountyProfile.html](http://www.health.state.mo.us/GLRequest/CountyProfile.html)

OSEDA

[www.oseda.missouri.edu/countypage](http://www.oseda.missouri.edu/countypage)

School Survey

[www.mimh.edu/survey/](http://www.mimh.edu/survey/)

Missouri Risk Assessment Survey

[www.actmissouri.org/needsassess.htm](http://www.actmissouri.org/needsassess.htm)

Kids Count

[www.mokids.org/2002kidscount](http://www.mokids.org/2002kidscount)

**COMMUNITY DOMAIN**
**RISK FACTORS AND SAMPLE INDICATORS TABLE**

<b>Risk Factor</b>	<b>Indicators</b>	<b>Data Resources</b>
<b><i>Availability of Drugs</i></b>	Perceived Availability of Drugs	School Survey <a href="http://www.mimh.edu/survey/">www.mimh.edu/survey/</a>
	Trends in Exposure to Drug Use	Status Report on Missouri's Alcohol and Drug Abuse Problems <a href="http://www.modmh.state.mo.us/ada/status03/index.htm">www.modmh.state.mo.us/ada/status03/index.htm</a>
	Per Capita Consumption of Alcohol	Status Report on Missouri's Alcohol and Drug Abuse Problems <a href="http://www.modmh.state.mo.us/ada/status03/index.htm">www.modmh.state.mo.us/ada/status03/index.htm</a>
	Sales of Alcoholic Beverages	Missouri Division of Liquor Control (573) 751-2333
	Licensed Tobacco Outlets	Missouri Division of Liquor Control (573) 751-2333
	Liquor Sales Outlets	ADA Status Report <a href="http://www.modmh.state.mo.us/ada/status03/index.htm">www.modmh.state.mo.us/ada/status03/index.htm</a>  Note: Suggest percentage of Missouri total of on premise and package sales compared with percentage of Missouri population
	Narcotics Arrests	MSHP Uniform Crime Report (UCR) <a href="http://www.mshp.state.mo.us">www.mshp.state.mo.us</a>
<b><i>Availability of Firearms</i></b>	Firearms Sales	Bureau Alcohol, Tobacco and Firearms (ATF)
	Firearms in Home	Bureau Alcohol, Tobacco and Firearms (ATF)
	Perceived Availability of Firearms	See Community Based Perceptions section of School Survey <a href="http://www.mimh.edu/survey/">www.mimh.edu/survey/</a>
<b><i>Community Laws and Norms Favorable to Drug Use, Firearms, and Crime</i></b>	Exposure to ATOD (Alcohol, Tobacco, and Other Drugs) Use Scale	See Community Based Perceptions section of School Survey <a href="http://www.mimh.edu/survey/">www.mimh.edu/survey/</a>
	Community Norms Favorable to Use	See Community Based Perceptions section of School Survey <a href="http://www.mimh.edu/survey/">www.mimh.edu/survey/</a>
	Local Ordinances That Prohibit Underage ATOD Use	Possession, attempts to buy, keg tracking, social host parties, etc.  Is there public support for alcohol-free events such as Project Prom/Graduation, First Night, and Fifth Quarters? At community events, is alcohol the center of the activity; is it easy for underage youth to get alcohol there? Do prominent local businesses host alcohol-free parties for their employees? Does the alcohol industry sponsor sports teams or community events?
	Juvenile referrals for Drug Law Violations	MSHP Uniform Crime Report (UCR) <a href="http://www.mshp.state.mo.us">www.mshp.state.mo.us</a>

	<b>COMMUNITY DOMAIN CONTINUED</b>	
<b>Risk Factor</b>	<b>Indicators</b>	<b>Data Resources</b>
<b><i>Community Laws and Norms Favorable to Drug Use, Firearms, and Crime (continued)</i></b>	Juvenile referrals for Violent Crimes	MSHP Uniform Crime Report (UCR) <a href="http://www.mshp.state.mo.us">www.mshp.state.mo.us</a>
	Juvenile referrals for Curfew, Vandalism and Disorderly Conduct	MSHP Uniform Crime Report (UCR) <a href="http://www.mshp.state.mo.us">www.mshp.state.mo.us</a>
<b><i>Community Laws and Norms Favorable to Drug Use, Firearms, and Crime</i></b>	Disposition of Juvenile Referrals Cases	Local/County Juvenile Court.
	Adult Drunken Driving Arrests	Missouri Risk Assessment Survey <a href="http://www.actmissouri.org/needsassess.htm">www.actmissouri.org/needsassess.htm</a>
	Average Length of Prison Sentence	Local/ County Department of Corrections
	Sentencing Below Federal Guidelines	Local/ County Department of Corrections
	Quantity of Drugs Seized	MO. State Highway Patrol, local police/sheriff departments
	Areas Targeted by Law Enforcement for Drug Cleanup	MO. State Highway Patrol, local police/sheriff departments
	School Discipline for Behavior Problems	OSEDA <a href="http://www.oseda.missouri.edu/countypage">www.oseda.missouri.edu/countypage</a>
	Schools with Student Assistance Programs	Local school districts
	Attitudes Favoring Gun Control	State of MO. Gun Control Statutes
<b><i>Transitions and Mobility</i></b>	Existing Home Sales	Local Chamber of Commerce
	New Home Construction	County or City Planning and Zoning
	Rental Residential Properties	<a href="http://mcde2.missouri.edu/webrepts/sdcprofiles1/mo/">http://mcde2.missouri.edu/webrepts/sdcprofiles1/mo/</a> - This site has detailed census information at a county level.
	Rental Unit Turnover	Local Chamber of Commerce
	Utility Connections	Local Utility Company
	Student Movement In and Out of School	Local School District
	Net Migration	<a href="http://www.oseda.missouri.edu/countypage">www.oseda.missouri.edu/countypage</a> - Select the county, then under For additional Information, select OSEDA Area Overview



## COMMUNITY DOMAIN CONTINUED

<b>Risk Factor</b>	<b>Indicators</b>	<b>Data Resources</b>
<b><i>Low Neighborhood Attachment and Community Disorganization</i></b>	Percent of Population Voting in Elections/Not Registered to Vote	Local county clerk. Registered Voters: <a href="http://mosl.sos.state.mo.us/sos-elec/registeredvoters.htm">http://mosl.sos.state.mo.us/sos-elec/registeredvoters.htm</a> -  Could compare this number to the total population age 18 and over to get the percent of people eligible to be registered that actually are registered.
	Rental Housing Vacancy Rates	Local Chamber of Commerce of Realty Companies
	Homeowners Unit Vacancy Rates	Local Chamber of Commerce of Realty Companies
<b><i>Low Neighborhood Attachment and Community Disorganization</i></b>	Number of Churches & Synagogues	Local yellow pages, community church directory
	Prisoners in State Correction Systems	<a href="http://mcde2.missouri.edu/webrepts/sdcprofiles1/mo/">http://mcde2.missouri.edu/webrepts/sdcprofiles1/mo/</a> - This site has detailed census information at a county level. Reports include numbers of individuals in institutions (prisons, nursing homes, youth facilities, etc.)
	Low Neighborhood Attachment Scale	See Community Based Perceptions section of School Survey <a href="http://www.mimh.edu/survey/">www.mimh.edu/survey/</a>
	Survey of neighborhood programs	Such as Community Policing, Neighborhood Watch, Neighborhood Associations, etc.
<b><i>Extreme Economic and Social Deprivation</i></b>	Persons/Families/Children Living Below Poverty Level	Kids Count <a href="http://www.mokids.org/2002kidscount">www.mokids.org/2002kidscount</a> OSEDA <a href="http://www.oseda.missouri.edu/countypage">www.oseda.missouri.edu/countypage</a>
	Unemployment Rates	Kids Count <a href="http://www.mokids.org/2002kidscount">www.mokids.org/2002kidscount</a> OSEDA <a href="http://www.oseda.missouri.edu/countypage">www.oseda.missouri.edu/countypage</a>
	Exhausted Unemployment Benefits	Kids Count <a href="http://www.mokids.org/2002kidscount">www.mokids.org/2002kidscount</a> OSEDA <a href="http://www.oseda.missouri.edu/countypage">www.oseda.missouri.edu/countypage</a>
	AFDC Recipients	Kids Count <a href="http://www.mokids.org/2002kidscount">www.mokids.org/2002kidscount</a> OSEDA <a href="http://www.oseda.missouri.edu/countypage">www.oseda.missouri.edu/countypage</a>
	Food Stamp Recipients	Kids Count <a href="http://www.mokids.org/2002kidscount">www.mokids.org/2002kidscount</a> OSEDA <a href="http://www.oseda.missouri.edu/countypage">www.oseda.missouri.edu/countypage</a>
	AFDC and Food Stamp Benefits As a Percentage of Poverty Level	Kids Count <a href="http://www.mokids.org/2002kidscount">www.mokids.org/2002kidscount</a> OSEDA <a href="http://www.oseda.missouri.edu/countypage">www.oseda.missouri.edu/countypage</a>
	Free and Reduced Lunch Program	Kids Count <a href="http://www.mokids.org/2002kidscount">www.mokids.org/2002kidscount</a> OSEDA <a href="http://www.oseda.missouri.edu/countypage">www.oseda.missouri.edu/countypage</a>
	Single Female Head of Household As a Percentage of All Households	Kids Count <a href="http://www.mokids.org/2002kidscount">www.mokids.org/2002kidscount</a> OSEDA <a href="http://www.oseda.missouri.edu/countypage">www.oseda.missouri.edu/countypage</a>

## SCHOOL DOMAIN

<b>Risk Factor</b>	<b>Indicators</b>	<b>Data Resources</b>
<b><i>Early and Persistent Anti-Social Behavior</i></b>	Elementary School Disciplinary Problems	OSEDA <a href="http://www.oseda.missouri.edu/countypage">www.oseda.missouri.edu/countypage</a>
	Special Education Classes for Students with Behavior Disorders	Local School District
	Elementary School Students Diagnosed with Behavioral Disorders	Local School District OSEDA <a href="http://www.oseda.missouri.edu/countypage">www.oseda.missouri.edu/countypage</a>
	Anti-social Behavior Scale Juvenile Arrests for Curfew, Vandalism, and Disorderly Conduct, age 10-17	MSHP Uniform Crime Report (UCR) <a href="http://www.mshp.state.mo.us">www.mshp.state.mo.us</a>
<b><i>Academic Failure</i></b>	Grade Repetition	Local School District
	ACT Test Scores	OSEDA <a href="http://www.oseda.missouri.edu/countypage">www.oseda.missouri.edu/countypage</a>
	SAT Test Scores	OSEDA <a href="http://www.oseda.missouri.edu/countypage">www.oseda.missouri.edu/countypage</a>
	Reading Proficiency	OSEDA <a href="http://www.oseda.missouri.edu/countypage">www.oseda.missouri.edu/countypage</a>
	Math Proficiency	OSEDA <a href="http://www.oseda.missouri.edu/countypage">www.oseda.missouri.edu/countypage</a>
	Science Proficiency	OSEDA <a href="http://www.oseda.missouri.edu/countypage">www.oseda.missouri.edu/countypage</a>
	GED/Diplomas Issued	OSEDA <a href="http://www.oseda.missouri.edu/countypage">www.oseda.missouri.edu/countypage</a>
<b><i>Lack of Commitment to School</i></b>	School Enrollment	OSEDA <a href="http://www.oseda.missouri.edu/countypage">www.oseda.missouri.edu/countypage</a>
	Average Daily Attendance	OSEDA <a href="http://www.oseda.missouri.edu/countypage">www.oseda.missouri.edu/countypage</a>
	Truancy Rates	Local School District
	High School Completion Rates	OSEDA <a href="http://www.oseda.missouri.edu/countypage">www.oseda.missouri.edu/countypage</a>
	Suspensions/Expulsions	Local school district

INDIVIDUAL/PEER DOMAIN

<b>Risk Factor</b>	<b>Indicators</b>	<b>Data Resources</b>
<b><i>Friends who Engage in Problem Behavior</i></b>	Reported use of drugs and alcohol by friends	See “Peer Influences” section of MO School Survey <a href="http://www.mimh.edu/survey/">www.mimh.edu/survey/</a>
	Adolescents in juvenile system	Local Juvenile Court
	Adolescent treatment	ADA Status Report <a href="http://www.modmh.state.mo.us/ada/status03/index.htm">www.modmh.state.mo.us/ada/status03/index.htm</a>
	Adolescents diagnosed with STD’s	Missouri Department of Health Data <a href="http://www.health.state.mo.us/GLRequest/CountyProfile.html">www.health.state.mo.us/GLRequest/CountyProfile.html</a>
	Adolescent pregnancies	Kids Count <a href="http://www.mokids.org/2002kidscount">www.mokids.org/2002kidscount</a>
<b><i>Alienation, Rebelliousness, and Lack of Social Bonding</i></b>	Self-Inflicted Injury Profile under age 15	Missouri Department of Health Data <a href="http://www.health.state.mo.us/GLRequest/CountyProfile.html">www.health.state.mo.us/GLRequest/CountyProfile.html</a>
	Rebelliousness risk factor scale	See “Peer Influences” section of MO School Survey <a href="http://www.mimh.edu/survey/">www.mimh.edu/survey/</a>
	Adolescent suicides	Missouri Department of Health Data <a href="http://www.health.state.mo.us/GLRequest/CountyProfile.html">www.health.state.mo.us/GLRequest/CountyProfile.html</a>
	Reported gang involvement	Local police and sheriff departments
	Reported vandalism and graffiti damage	Local police and sheriff departments
<b><i>Favorable Attitudes Toward the Problem Behavior</i></b>	Peer attitudes favorable to ATOD use risk factor scale	See “Peer Influences” section of MO School Survey <a href="http://www.mimh.edu/survey/">www.mimh.edu/survey/</a>
<b><i>Early Initiation of the Problem Behavior</i></b>	Age of first alcohol use, cigarette use and marijuana use	See “Drug/Alcohol Use” section of MO School Survey <a href="http://www.mimh.edu/survey/">www.mimh.edu/survey/</a>
	Crime Index Analysis	request through local jurisdiction
	Age of initial sexual activity	Local County Health Department
	School reports of disciplinary problems	OSEDA <a href="http://www.oseda.missouri.edu/countypage">www.oseda.missouri.edu/countypage</a>
	Dropouts prior to 9 <sup>th</sup> grade	Local School District
	Drug or alcohol related arrests (ages 10-14)	Local Juvenile Court
	Violence arrest (ages 10-14)	Local Juvenile Court

**INDIVIDUAL/PEER DOMAIN Continued**

<b>Risk Factor</b>	<b>Indicators</b>	<b>Data Resources</b>
<b><i>Early and Persistent Anti-Social Behavior</i></b>	Juvenile referrals for curfew, vandalism, and disorderly conduct	MSHP Uniform Crime Report (UCR) <a href="http://www.mshp.state.mo.us">www.mshp.state.mo.us</a>
	Juvenile referrals for alcohol violations	MSHP Uniform Crime Report (UCR) <a href="http://www.mshp.state.mo.us">www.mshp.state.mo.us</a>
	Anti-social behavior scale	See “Peer Influences” section of MO School Survey <a href="http://www.mimh.edu/survey/">www.mimh.edu/survey/</a>
<b><i>Extreme Economic and Social Deprivation</i></b>	Unemployment rate	OSEDA <a href="http://www.oseda.missouri.edu/countypage">www.oseda.missouri.edu/countypage</a>
	# in Free and Reduced Lunch Program	OSEDA <a href="http://www.oseda.missouri.edu/countypage">www.oseda.missouri.edu/countypage</a>
	Percentage of population at 100% below the poverty line	OSEDA <a href="http://www.oseda.missouri.edu/countypage">www.oseda.missouri.edu/countypage</a>
	Transfer payments	OSEDA <a href="http://www.oseda.missouri.edu/countypage">www.oseda.missouri.edu/countypage</a>
	Average per capita income	OSEDA <a href="http://www.oseda.missouri.edu/countypage">www.oseda.missouri.edu/countypage</a>
	Adults without High School Diploma	OSEDA <a href="http://www.oseda.missouri.edu/countypage">www.oseda.missouri.edu/countypage</a>
	Single Parent Family Households	OSEDA <a href="http://www.oseda.missouri.edu/countypage">www.oseda.missouri.edu/countypage</a>

## FAMILY DOMAIN

Risk Factor	Indicators	Data Resources
<b><i>Family History of High Risk Behavior</i></b>	Adults in ATOD treatment program	ADA Status Report <a href="http://www.modmh.state.mo.us/ada/status03/index.htm">www.modmh.state.mo.us/ada/status03/index.htm</a>
	Prisoners in state correction systems	<a href="http://mcde2.missouri.edu/webrepts/sdcprofiles1/mo/">http://mcde2.missouri.edu/webrepts/sdcprofiles1/mo/</a> - This site has detailed census information at a county level. Reports include numbers of individuals in institutions (prisons, nursing homes, youth facilities, etc.)
	Family use of ATOD scale	See “Family Section” of MO School Student Survey <a href="http://www.mimh.edu/survey/">www.mimh.edu/survey/</a>
	Liver cirrhosis deaths	Missouri Department of Health Data <a href="http://www.health.state.mo.us/GLRequest/CountyProfile.html">www.health.state.mo.us/GLRequest/CountyProfile.html</a>
	Educational attainment of adults	<a href="http://literacyvolunteers.org/about/index.htm">http://literacyvolunteers.org/about/index.htm</a> School Attainment Estimates based on 1990 Census
	Adult illiteracy	<a href="http://literacyvolunteers.org/about/index.htm">http://literacyvolunteers.org/about/index.htm</a> Adult Literacy Estimates based on 1990 Census
<b><i>Family Management Problems</i></b>	Child abuse and neglect cases	<a href="http://www.dss.state.mo.us/re/canar.htm">http://www.dss.state.mo.us/re/canar.htm</a> - Child Abuse and Neglect Annual Reports by County – Select the year you want to review.
	Children living away from parents	<a href="http://mcde2.missouri.edu/webrepts/sdcprofiles1/mo/">http://mcde2.missouri.edu/webrepts/sdcprofiles1/mo/</a> - This site has detailed census information at a county level. Select the county, and then see Relationship by Age for the population under 18 years.
	Runaway reports	MSHP Uniform Crime Report (UCR) <a href="http://www.mshp.state.mo.us">www.mshp.state.mo.us</a>
	Children living in foster care	OSEDA <a href="http://www.oseda.missouri.edu/countypage">www.oseda.missouri.edu/countypage</a>
	Alcohol-related out-of-home placements	ADA Status Report <a href="http://www.modmh.state.mo.us/ada/status03/index.htm">www.modmh.state.mo.us/ada/status03/index.htm</a>
	Average daily attendance (K-8)	OSEDA <a href="http://www.oseda.missouri.edu/countypage">www.oseda.missouri.edu/countypage</a>
	Poor family management scale	See “Family Section” of MO School Student Survey <a href="http://www.mimh.edu/survey/">www.mimh.edu/survey/</a>
<b><i>Family Conflict</i></b>	Divorce	Missouri Department of Health Data <a href="http://www.health.state.mo.us/GLRequest/CountyProfile.html">www.health.state.mo.us/GLRequest/CountyProfile.html</a>
	Single parent family households	OSEDA <a href="http://www.oseda.missouri.edu/countypage">www.oseda.missouri.edu/countypage</a>
	Domestic violence arrests	MSHP Uniform Crime Report (UCR) <a href="http://www.mshp.state.mo.us">www.mshp.state.mo.us</a>
	High family conflict scale	See “Family Section” of MO School Student Survey <a href="http://www.mimh.edu/survey/">www.mimh.edu/survey/</a>

FAMILY DOMAIN CONTINUED		
Risk Factor	Indicators	Data Resources
<i>Parental Attitudes and Involvement in Crime and Drugs</i>	Adult violent crime arrests	MSHP Uniform Crime Report (UCR) <a href="http://www.mshp.state.mo.us">www.mshp.state.mo.us</a>
	Adult property crime arrests	MSHP Uniform Crime Report (UCR) <a href="http://www.mshp.state.mo.us">www.mshp.state.mo.us</a>
	Adult DUI/DWI and drug arrests	MSHP Uniform Crime Report (UCR) <a href="http://www.mshp.state.mo.us">www.mshp.state.mo.us</a>
	ATOD use during pregnancy	ADA Status Report <a href="http://www.modmh.state.mo.us/ada/status03/index.htm">www.modmh.state.mo.us/ada/status03/index.htm</a>
	Parental attitudes favorable to ATOD use scale	See “Family Section” of MO School Student Survey <a href="http://www.mimh.edu/survey/">www.mimh.edu/survey/</a>

**Prevention programs should be designed to enhance** “protective factors” and move toward reversing or reducing known “risk factors.”

**Prevention programs should target all forms of drugs abuse**, including the use of tobacco, alcohol, marijuana and inhalants.

**Prevention programs should include skills** to resist drugs when offered, strengthen personal commitments against drug use and increase social competency (e.g., communications, peer relationships, self-efficacy, and use assertiveness) in conjunction with reinforcement of attitudes against drug use.

**Prevention programs for adolescents** should include interactive methods, such as peer discussion groups, rather than didactic teaching techniques alone.

**Prevention programs should include a parents’ or caregivers’ component** that reinforces what the children are learning (such as facts about drugs and their harmful effects) and that opens opportunities for family discussions about use of legal and illegal substances and family policies about their use.

**Prevention programs should be long-term**, over the school career with repeat interventions to reinforce the original prevention goals. For example, school-based efforts directed at elementary and middle school students should include booster sessions to help with critical transitions from middle to high school.

**Family-focused prevention efforts** have a greater impact than strategies that focus on children only.

**Community programs that include media campaigns and policy changes** -- such as new regulations that restrict access to alcohol, tobacco or other drugs -- are more effective when they are accompanied by school and family interventions.

**Community programs need to strengthen norms** against drug use in all drug abuse prevention settings, including the family, the school and the community.

**Schools offer opportunities to reach all populations** and also serve as important settings for specific sub-populations at risk for drug abuse, such as children with behavior problems or learning disabilities and those who are potential dropouts.

**Prevention programming should be adapted** to address the specific nature of the drug abuse problem in the local community.

**The higher the level of risk of the target population**, the more intensive the prevention effort must be and the earlier it must begin.

**Prevention programs should be age-specific**, developmentally appropriate and culturally sensitive.

**Effective prevention programs are cost-effective.** For every dollar spent on drug use prevention, communities can save four to five dollars in costs for drug abuse treatment and counseling.

## **GLOSSARY OF TERMS**

**Impact** - The long-term, ultimate benefit, result or improved conditions that are gained by the accomplishment of the work that has been done through the stated goals, objectives and strategies.

**Goal** – The ultimate desired end-state, result or change in conditions over time as measured by the incidence and prevalence or frequency that the change occurs. (example: To decrease the number of assaults committed by juvenile offenders by 10% by 2005.)

**Objective** – A measured change in behaviors over time that can be described in risk/protective factors or systems change. (example: To increase the average age that juveniles began engaging in delinquent behaviors from 12 years old to 13 years old by 2005.)

**Strategy** – Actual programs or activities to be accomplished that will move the project toward achieving the goal. (Example: To provide an after school program for 9-14 year old youth who live in the city owed housing facilities.)

**Outcome** - An outcome is a significant change or occurrence that will influence the entire prevention system at the local, county, regional, state, national, or multi-national level.

**Outcome Measures** – Measured change in identified risk and protective factors or systems change factors.

**Performance Measures** – Measured change in knowledge gained, attitudes/beliefs or skills gained as a result of the strategies implemented.

**Baseline Data** – The identified data used to establish the beginning measures for the goals and objectives.

**Assessment** – A Review of current data, resources, programs and conditions that exist that create a “snap-shot” of the community to establish a basis for setting goals and objectives.

**Project Evaluation** – All Juvenile Justice projects must include methods for evaluating both the effectiveness and the outcome change achieved.

- Process is a reflection of how well the plan was executed and carried out. It should answer questions such as; “Was the process implemented as planned?” “Did it produce the intended results?” What problems/barriers were encountered?” “What should be done different in the future?”
- Outcome evaluation is a reflection of the desired changes in behavior.

**Progress** - Movement, as toward a goal; advance, development or growth, steady improvement

**Barriers** - Things that prevent action or slow progress; something that stands in the way

**Trends** - Current style; vogue, the general direction in which something tends to move, a general tendency or inclination

**Indicators** - Any values that when put together provide a signal of the condition of the Juvenile Justice Delinquency Prevention System, Juvenile Courts or signify a change in behavior

**Outputs** - An amount of activities, products or services produced.



**Risk and Protective Factors Planning Framework** – A recognized, research-based prevention planning model that identifies behaviors that, when changed over time, will produce changes in identified community conditions including delinquency, crime, substance abuse, academic failure, and teen sexual activity.

**Risk Factors** - Risk factors are identified behaviors that increase the chances of adolescent problem behaviors. Strategies that reduce or eliminate negative influences such as peer pressure, low level of community attachment, and rebelliousness and to balance those strategies with

**Protective Factors** – Protective factors provide positive influences that counterbalance risk factors and lead to developing healthy, well-adjusted adults. Protective factors provide a buffer for children and youth. Protective Factors such as healthy beliefs and clear standards, positive relationships (bonding) and resiliency. The assets approach to prevention is emerging as a strategy for achieving resiliency in youth.

**Research-based, Science-based, or Evidence-based programs** – Programs that have been designed, implemented, evaluated and replicated with consistent results in behavior change as measured by the Risk and Protective Factor Framework. (The most recognized programs by OJJDP, CSAP and DOE are described in the following classifications.)

**Exemplary Programs** – OJJDP has designated programs that have demonstrated effective results in reducing crime or juvenile delinquency as exemplary. These programs are well implemented, are rigorously evaluated, and have consistent positive findings (integrity ratings of "A4 " or "A5 "). Information about these programs may be found on the OJJDP website:

<http://ojjdp.ncjrs.org/programs/programs.html>

and are described in numerous OJJDP publications.

<http://www.ojjdp.ncjrs.org/pubs/jaibgbulletin/exemp.html>

**Model Programs** - Well-implemented, well-evaluated programs, meaning they have been reviewed by the National Registry of Effective Programs (NREP) according to rigorous standards of research. Developers, whose programs have the capacity to become Model Programs, have coordinated and agreed with SAMHSA to provide quality materials, training, and technical assistance for nationwide implementation. Model Programs score at least 4.0 on a 5-point scale on Integrity and Utility, based on the [NREP review process](#).

**Effective Programs** - are well-implemented, well-evaluated programs that produce a consistent positive pattern of results (across domains and/or replications). These programs must score at least 4.0 on a 5-point scale on Integrity and Utility, based on the National Registry of Effective Programs (NREP) review. (See an explanation of the [NREP Review Process](#).) These programs have all the criteria as the Model Programs site with one exception. The exception is that their developers have yet to agree to work with SAMHSA/CSAP to support broad-based dissemination of their programs but may disseminate their programs themselves. If and when they agree to work with SAMHSA/CSAP, their status will be adjusted and they will become Model Programs.

**Promising Programs** - have been implemented and evaluated sufficiently and are considered to be scientifically defensible. They have demonstrated positive outcomes in preventing substance abuse and related behaviors. However, they have not yet been shown to have sufficient rigor and/or consistently positive outcomes required for Effective Program status. Nonetheless, Promising Programs are eligible to be elevated to Effective status subsequent to review of additional documentation regarding program effectiveness. Promising Programs must score at least 3.33 on the 5-point scale on parameters of Integrity and Utility. (See an explanation of the [NREP Review Process](#).)

## INFRASTRUCTURE/SYSTEMIC OUTCOME DEFINITIONS

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**Change in laws** - These are new laws or amended laws that result from action taken by a state, county, or city legislative body.

**Enforcement** - The enforcement of laws or policies that currently are not enforced, not enforced consistently or uniformly, or efforts to increase the level of coverage of enforcement activities already in place. For example, efforts by the state Department of Education to require local schools to enforce a "no-smoking policy" on school grounds (that currently is ignored), or increased efforts to consistently enforce laws prohibiting the sale of alcohol to those underage

**Funding** - Provision of funding for new prevention programs or activities or increased funding for existing programs or activities. For increased funding, the increase should be more than would have been expected under "normal" conditions. For example, a policy official (e.g., governor, head of appropriations committee, etc.) advocates and secures an increase in funding based on an expressed need emphasize addressing substance abuse issues.

**Increased coordination** - Systematic efforts by two or more entities to cooperate in prevention-related activities. Coordination could take place through, for example, task forces, commissions, or working groups that could engage in activities such as joint planning, sharing of resources (e.g., people, money, materials), or joint training programs. The increased coordination should take place through active efforts; a memorandum of agreement without action is not sufficient.

**Administrative change** - This includes changes in personal or bureaucratic structure within organizations or changes in the organization or focus of responsibilities within the overall prevention system. For example, a state Department of Health might consolidate activities from several offices with the organization into a Bureau of Substance Abuse Prevention in order to enhance visibility and improve efficiency and effectiveness. The governor or legislature might create a new entity or reassign responsibilities for prevention among existing organizations.

**Policy change** - These are changes in the actions and activities of governmental bodies and officials at the state, regional, or county level that are intended to enhance the prevention resource system and the outputs and outcomes of that system. For example, a state agency now requires that at least 75 percent of the funds distributed through an RFP process go to entities that commit to implementing science-based interventions (heretofore, no such requirement existed). The Department of Education mandates that all 6th, 9th, and 12th grade students will receive a three-week unit on substance abuse. Outcomes that appear under Change in Law or Enforcement would not be included again in this category.

**Implementation of science-based programs** - This includes the actual implementation (as opposed to the intent to do so) of programs or practices demonstrated to be effective.